

Barton, Walter & Krier, P.C. is a full-service CPA firm with the talent and expertise to offer an array of accounting, audit, consulting and tax services -- all prepared in accordance with professional standards. We are committed to developing strong customer relationships so that we can better understand our clients and assist them with year-round planning. We listen to our clients' needs and strive to exceed expectations.

At Barton, Walter & Krier, P.C., we offer a dynamic work environment that is both supportive and engaging. We foster a culture of innovative thinkers and are proud to support you in your professional goals. If you are passionate about helping clients succeed at a collaborative, innovative and experienced firm, BWK is the place for you.

We are conveniently located in the northwestern suburbs; servicing businesses state-wide.

Title: Administrative Assistant

Responsibilities of the Administrative Assistant include:

Tax return assembly, e-filing, billing entry, staff CPE tracking, scanning, backup receptionist, arranging firm events, creating the monthly firm newsletter, assisting with social media posts and assisting in daily office needs.

The ideal candidate should have strong oral and written communication skills and be able to use technology like MS Office software, the firm's tax software and general office equipment. A successful Administrative Assistant should help ensure the efficient and smooth day-to-day operation of our office. In addition, advancement of our marketing and social media initiatives will allow for this person to be involved in the creative side of the Firm.

If you have previous experience in roles where these duties may have been performed, we would like to meet you. Ultimately, a successful Administrative Assistant should help ensure the efficient and smooth day-to-day operation of our office.

Other Skills:

1. Strong time management skills, the ability to prioritize work and multi-task
2. Attention to detail and problem solving skills
3. Strong written and verbal communication skill

Education/Experience:

1. High School degree; two year degree in advertising/marketing would be a plus
2. At least two years of experience in a professional services firm is preferred