

Abramson & Company LLC
Administrative Assistant
Westport, CT

Abramson & Company, LLC

We are a small, modern accounting and advisory firm located in Westport, CT. We work with both individuals and small business clients in providing accounting, bookkeeping, payroll, tax planning, and tax preparation services. We partner with our clients to help them maximize their tax strategy and handle day-to-day accounting, bookkeeping, and payroll functions. Some of our specialties include real estate investment companies, professional service providers, retail, and not for profits.

What We Are Looking For:

Abramson & Company is looking for an Administrative Assistant. This position provides support to all team members as well as the management of general daily office operations. This position will also be involved in the administrative side of the tax preparation process including document collection, digital organization, scanning and collating. Our team is dedicated to great client service and this role is key in providing a rich client experience through direct and professional communication.

Responsibilities – What you'll be doing:

Answering phones/facilitating reception and greeting clients
Supporting bookkeeping and accounting staff with administrative tasks
Assisting with administrative tasks in the tax prep process, including scanning and assembly
Handling mail and deliveries
Restocking supplies and kitchen

Recommended Qualifications – What we'll like about you:

Excellent organizational and time management skills
Detail oriented and independent worker
Ability to communicate in a professional manner – both in person and virtually
Experience with Google Suite and Microsoft Office
Ability to adapt and learn new technology

Why you will like this role:

Our firm has a great culture that supports flexibility and employee alignment. We are technology focused and provide our team the ability to communicate effectively and automate tasks. We value our team both as professionals and as individuals - offering ample opportunities for team members to grow their professional knowledge base and always encouraging team bonding and office events!

Compensation and Benefits

Competitive salary + Full benefits package
401K Offered with annual profit sharing
Generous PTO and Holidays off