



Administrative Staff – Full-Time/Part-Time

JOB DESCRIPTION

Evenhouse & Co., P.C. is a professional certified public accounting firm providing tax, accounting, auditing, and consulting services to businesses and individuals. Located in Oakbrook Terrace, IL, we are strategically located to serve the entire greater Chicagoland community. We also serve business and individual clients in Indiana, Iowa, Michigan, Wisconsin, and many other states. We have been providing services to clients since 1964 and we are expanding in order to continue to provide continued excellent service to our clients.

General Characteristics:

This is a position for individuals looking for full-time or part-time employment. The work will be performed and scheduled on weekdays (Monday through Friday), with some Saturday's required during our busy season. The schedule will be coordinated with management based on responsibilities assigned and the needs of the company.

Responsibilities:

- Provide administrative support to assist with efficient operations of the office.
- General administrative duties such as computer input, filing, typing, copying, binding, scanning, etc.
- Participation with bookkeeping activities including payroll processing, check coding, check writing, etc.
- Participation in gathering data for and assembly of income tax returns.
- Communication with clients – email and verbal.
- Coordination of time and processes with other Administrative Staff.
- Contributing to team effort by accomplishing related results as needed.
- Assist with a variety of general office responsibilities as needed.

Job Requirements:

- Attention to detail, organized, logical thinker.
- Ability to manage deadlines and timely processing of information.
- Ability to multi-task.
- Hard working, diligent, self-motivated.
- Work well individually and with others.
- Knowledge in Microsoft Office (Excel and Word) a plus.
- Minimum of high school diploma.
- Confidentiality is a must.
- Good verbal and written communication skills.

Compensation and Benefits:

The firm is offering a full-time and part-time administrative staff position. The company offers competitive compensation and additional benefits.

Physical Demands:

While performing the duties of the job, the employee is consistently required to sit; use hands, fingers, handle, feel; and talk, hear & see. The employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include ability to adjust focus. The employee is occasionally required to work under high pressure in a fast-paced environment with other employees.

Work Environment:

While performing the duties of the job, the employee is regularly in verbal contact with others and constantly works face-to-face with and around others. Consistently uses office equipment such as computers, copy machine, fax machine, telephone, keyboard, calculator, stapler, etc.

Inquiries:

Confidential inquiries may be directed to any of the partners: Randy Gartman, Tim Vande Werken, Ben Meyer, or Dave Meyer at (630) 832-3225 or e-mail at info@evenhousecpa.com.