



**Job Title: Audit Administrative Professional**

Pugh CPAs is looking to hire a highly organized, detail oriented administrative professional to provide support in the areas of clerical tasks, scheduling and project coordination, processing reports and letters, and other office administration tasks.

Qualified applicant should have proficient computer skills, including Microsoft Office specifically Word, Excel and Outlook. Overtime may be required each year during certain deadline requirements.

Duties include typing a variety of basic and some advanced correspondence, memos and audit/ accounting reports. This position is responsible for producing a wide range of documents and format variations through a complete knowledge of all aspects of the report processing capabilities. In house training will be provided for processing duties. Additional support to the team with other operational and administrative tasks as well as general/clerical office issues and duties as assigned. This is a position that requires various changing tasks through the day. A cheerful attitude and willingness to take on responsibilities is needed in this role.

We offer a comprehensive and competitive benefits package including medical, dental, life and 401k.

Job Type: Full-time

Required experience:

- Administrative assistant: 3+ years
- High School diploma/GED required. Associates degree preferred.
- Accounting firm experience a plus (not required).
- Excellent organizational and interpersonal skills.
- Proficiency in MS Office - Word, Excel, PowerPoint, Outlook and Adobe Acrobat.
- Demonstrated ability to manage multiple tasks simultaneously and problem solve.
- Strong written and oral communication skills.
- Knowledgeable of business grammar and basic proofreading skills.
- Professional demeanor and appearance necessary at all times.
- Meticulous attention to detail and strong follow-up skills required.

- Capability of working in a fast-paced environment and meeting deadlines.
- Demonstrated team player with a positive attitude.