

### **Administrative Assistant Position**

JTJones is looking for a full-time administrative assistant to help support our firm's head administrator as our team continues to grow. This is an on-site position which has potential for growth within the firm. We are looking for someone enthusiastic, detail-oriented, passionate about helping others, and driven to grow in their career.

**About the firm:** JTJones PLLC is a CPA firm located in Houston, Texas. For more than 30 years, our team of trusted advisors has provided expert tax compliance and advisory services to a growing client base of privately held enterprises, wealthy family groups and success-minded individuals. We believe in the value of relationships and are committed to providing close, personal attention to each of our clients.

#### **Responsibilities:**

Assist the firm's head administrator with administrative and clerical tasks, which include:

- Answering and directing calls that come through the main line.
- Managing inbound and outbound packages and mail
- Scanning paper documents and filing them in our digital document management system
- Reaching out to clients to request info and documents in connection with their tax returns
- Setting up new clients and projects in our firm's software system.
- Receiving, acknowledging, and organizing electronic documents in-bound through Client Portal.
- Sending engagement letters, billing statements, and other client documents.

#### **Qualifications:**

- Must have previous experience in a fast-paced environment assisting multi-person team
- Previous experience in accounting or legal environment is preferred
- Must have strong communication and interpersonal skills
- Must work well under pressure, be proactive and able to follow instructions
- Should be well organized and detail-oriented
- Should have strong work ethic, be professional and honest when completing tasks
- Must be willing to become an integral part of the team
- Must be mindful and sensitive to the privacy and security of client information
- Need to be proficient in Microsoft Office Suite
- Need the ability to quickly adapt to new software programs and get comfortable navigating our firm's client management suite.
- Experience with Quickbooks or bookkeeping is preferred but not required.

#### **Benefits of working with us:**

- 100% Health insurance coverage for full-time employees
- Safe Harbor 401-K with 4% company match and a ROTH deferral option
- Generous holidays, paid time off, and "flex days"
- Convenient office location in Westchase district with free covered parking
- A culture of learning and personal growth
- Small office – there are currently 10 full-time staff in our office. We care deeply for the success and well-being of our staff and can offer flexibility with a "family first" mindset.