

POSITION TITLE: Administrative Team Associate

Overview:

Hancock & Dana PC is a CPA firm that offers tax, business consulting, accounting and assurance, and exit & succession planning services. Client's needs are matched with the skills and experience of the professionals within the firm to create a unique and positive experience for the client.

Hancock & Dana PC is currently seeking a talented **Administrative Team Associate** to join our office in Omaha, Nebraska. In this role we are looking for an outgoing individual responsible for a wide variety of tasks/duties as part of a cross trained group. This person will have strong organizational skills and be able to multi task to effectively provide our team with necessary support. Two- and four-year degree programs strongly considered for this position include: Business Management, Human Resources, Marketing, Communications, Psychology. Other degrees will be considered.

Experience and Skills Required

- Ability to handle sensitive, confidential information
- Maintain a positive attitude in line with our company culture
- Adept with new technologies and curiosity to learn new processes
- Willingness to work within and contribute to a high functioning team
- Effective written communication skills appropriate for a professional service firm
- Experience using Microsoft Office applications such as Word, Excel, and Outlook.

Responsibilities:

- Operate project management system to efficiently track flow of work within the office
- Document management tasks integral to preparation of tax filings
- Coordinate and organize client deliverables related to tax and audit functions
- Exemplary client service, which includes welcoming and directing clients in person and by phone
- Assembly and distribution of client invoices
- Client outreach to acquire documentation and signatures for regulatory filings
- Administer CRM system
- Coordinate meetings -attendees, materials, audio/visual, time, location, and other provisions
- Receive and distribute client and regulatory communications and documents
- Oversee setup and configuration of applications used by all staff
- Collaborate with hiring manager to accomplish human resource duties
- Facilitate orders and tracking of purchases for the firm
- Other administrative responsibilities as assigned

Apply by sending your resume to careers@hancockdana.com