

# Widmer Roel PC

## Administrative Assistant – Audit Team, Job Description

**Position:** Administrative Assistant – Audit Team

**Status:** Non-Exempt

**Location:** Fargo, ND - Onsite

**Reports To:** Firm Administrator

**Summary:** The Administrative Assistant plays a crucial role in supporting the audit team within our accounting firm. This position involves handling administrative tasks, coordinating schedules, and ensuring smooth operations. The ideal candidate is organized, detail-oriented, and possesses excellent communication skills.

**Key Responsibilities:**

- Assist audit team members with administrative duties, including document preparation and filing.
- Maintain and organize audit files, ensuring accuracy and compliance with company standards.
- Prepare and distribute internal and external communications related to audits.
- Collaborate with other administrative staff to ensure efficient office operations.
- Attend weekly department meetings and provide necessary updates.
- Cover front desk duties as needed.
- Other administrative duties as assigned.

**Requirements:**

- Associate degree in accounting or 2-4 years of related experience (Bookkeeping, accounting specialist, executive assistant, etc.)
- Proficiency in Microsoft Office Suite
- Ability to adapt to new technology.
- Strong written and verbal communication skills.
- Excellent organizational abilities and attention to detail.
- Ability to adapt to changing priorities and work independently.
- Ability to maintain confidentiality and handle sensitive information.

**Preferred Skills:**

- Familiarity with accounting terminology and processes.
- Knowledge of financial statements and business document editing.

**Schedule:**

- Monday-Friday, 8AM-5PM with a one-hour lunch.
- Saturdays, 8AM-12PM from January-April 15<sup>th</sup>.

**Equal Employment Opportunity Statement:** Widmer Roel is an equal opportunity employer committed to diversity and inclusion. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Widmer Roel complies with applicable state and local laws governing nondiscrimination in employment.

If you require assistance or accommodation to complete the duties listed in this job description, please contact Human Resources.