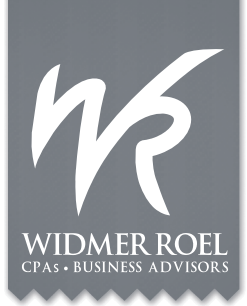


Position: Administrative Assistant – Audit Department

Status: Non-Exempt

Location: Fargo, ND - Onsite

Reports To: Firm Administrator



4220 31st Avenue S.
Fargo, ND 58104-8725

Phone: 701.237.6022
Toll Free: 888.237.6022
Fax: 701.280.1495

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 comprehensive document preparation such as drafting, proofreading, editing, and formatting audit reports, memos, and correspondence to ensure clarity, consistency, and adherence to firm standards.
- Format documents using templates and style guides, ensuring proper layout, font usage, numbering, and branding elements are consistently applied.
- Organize and maintain both physical and digital audit files, ensuring documents are accurately labeled, version-controlled, and stored in accordance with company policies and regulatory requirements.
- Track and manage document revisions and approvals, maintaining a clear audit trail for all changes.
- Prepare and distribute internal and external communications related to audits, including scheduling notices, follow-up emails, and client correspondence.
- Collaborate with other administrative staff to ensure efficient office operations and consistent documentation practices across departments.
- Attend weekly department meetings and provide necessary updates, including status reports on document workflows and filing systems.
- Cover front desk duties as needed, including greeting visitors, answering phones, and managing incoming/outgoing mail.
- Other administrative duties as assigned.

Qualifications:

- 2–4 years of related experience (Bookkeeping, accounting specialist, executive assistant, etc.)
- Bachelor's degree in business administration, English, or related field OR Associate's degree in business administration or related field with equivalent experience
- 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
- Familiarity with accounting terminology and processes preferred.
- Knowledge of financial statements and business document editing preferred.

Schedule:

- Monday-Friday, 8AM-5PM with a flexible one-hour lunch.

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.

