



# SDK FULLTIME ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

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## Summary

SDK CPAs (Schechter Dokken Kanter), a mid-sized public accounting firm located in downtown Minneapolis, has an exciting opportunity for a full-time, M-F 8-5, Administrative Assistant.

This position's primary duties will be to assist staff and clients with all aspects of administrative work inclusive of tax assembly, word processing, electronic file room maintenance, scanning operations, mail preparation and delivery, processing of all documents requiring copying, scanning, or printing, assist with basic IT setup and support. For those individuals who enjoy creative and artistic work, we'll have a variety of optional projects to assist with related to the firm's team building activities, event planning, and creative graphic design.

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## Job Requirements

- High School certificate/GED is required
- Prior clerical experience
- Strong Microsoft Office skills
- Solid proof reading skills
- Ability to communicate effectively in writing, in person and on the phone
- Computer literate, ability to learn and adapt to a variety of software programs
- Ability to deal effectively with the public and the firm clientele
- Overtime required during tax season (January through April) and at other times as project due dates mandate and IRS extension and fiscal year end dictates
- Due to nature of the file room and client files, extensive reaching and bending at times may be required to reach shelves via a foot-stool
- Position requires long periods of standing while copying or assembly: approximately 10% sitting, 60% standing and 30% walking
- Normal working conditions would not warrant lifting of more than 20 pounds

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## Benefits:

- Competitive benefits package
- Free membership to onsite fitness center
- Close to all the downtown sports facilities
- Close to a variety of theaters including the Guthrie
- Walking distance to tons of restaurants
- "Dress for your day" dress code
- Ideal location near North Loop
- On-site restaurant and Penny's Coffee Shop

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## Key Responsibilities

- Prime responsibility in the assembly of tax returns with copying, scanning, printing, and collating
- Verifies all documents are completed prior to copying and assembling
- Provides word processing of proposals, engagement letters, and other documents
- Makes corrections and maintains the accuracy of the client and/or internal word processing files
- Ensures that all documents and tax returns are filed in client's file
- Maintains an inventory of supplies for tax assembly
- Produces electronic client tax returns
- Types filing instructions and assembles entire package for client
- Ensures that all documents are sorted and distributed for firm's client file, or prepared for return to client
- Backup Support with new users on network and provides access to appropriate software
- Backup Support print queues, network printers, and menu options and changes
- Backup Support new employee workstations
- Assists staff having phone, computer/printer problems (hardware and software) either directly or escalating the matter to another in the firm or through the external network consultant
- Takes turns backing up the receptionist with other teammates

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## To Apply

Send a cover letter and resume to HR Manager Tiffany Hand, [thand@sdkcpa.com](mailto:thand@sdkcpa.com)