



Administrative Assistant – Position Description

Summary

OnTarget CPA is seeking an Administrative Assistant to join our team. We are a forward-thinking firm located in the heart of downtown Indianapolis. A certified public accounting firm, OnTarget CPA specializes in accounting, taxation, IRS resolution, and consulting needs for individuals and small to medium size companies. As one of the top CPA firms in Indianapolis, our focus is on providing exceptional personal service to our clients.

Position Description

The Administrative Assistant is responsible for general office tasks including scheduling, maintenance of client data, client files, and preparation of business meeting materials. This individual will communicate proactively to ensure deadlines and the needs of clients are met. Provides administrative support to team members and positively contributes to the office culture and client experience. This position is an excellent fit for a customer service orientated professional seeking an opportunity within a growing firm.

Specific Responsibilities

- Reception desk duties, greeting clients and visitors
- Client scheduling and follow up
- Screen incoming phone calls and route calls to the appropriate party
- Administrative support for President; including calendar management, scheduling, and timekeeping
- Administrative support for other team members as needed
- Preparation of agendas, reports, presentations, and other materials to prepare for client meetings and other business activities
- Prepare bulk mailings and client outreach
- Organize and maintain client and referral partner data base
- Organize and maintain client files
- Track Indiana Secretary of State Renewals for business clients, renew as requested
- Comply with federal, state, and local regulations and keep abreast with changes in tax law and within the accounting industry
- Continue ongoing education by participating in webinars, workshops, conferences and networking events
- Provide exceptional customer service
- Ensure accuracy and quality control of all work product
- Maintain confidentiality with personal and sensitive data

ontargetcpa.com



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Qualifications and Competencies

- Bachelor's degree
- Two years of administrative, customer service, or hospitality experience
- Detail orientated
- Ability to multitask, prioritize, and organize efficiently
- Excellent verbal and written communication skills
- Supportive of OnTarget CPA's core values

Preferred Qualifications

- Familiarity with a professional services firm and/or accounting experience
- Advanced technology skills
- Desire to grow and advance through continued training

Salary and Benefits

- High quality health insurance, dental insurance, and vision
- Auxiliary cancer and critical care health coverage
- Life insurance
- 401K plan with company match
- Bonus opportunities
- Company paid parking
- Paid time off, paid holidays
- Professional incentives, including paid continuing education
- CPA preparation costs covered for study materials and exam fees
- Paid Professional memberships for Indiana CPA Society and AICPA
- Best-in-class technology and software
- Employee incentives, including meals during tax season, birthday dinners, and paid staff outings
- Competitive salary, commensurate with experience

To Apply

Send resume and cover letter to renee@ontargetcpa.com. No phone calls, please.

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