



Job Description – Administrative Professional

The Role

Provide administrative support to Geenen & Kolean team members and process payroll for firm clients.

Essential Duties and Responsibilities

- Answer phones, field and respond to routine questions
- Greet and communicate professionally with clients
- Handle confidential information with integrity and trust
- Work independently and within a team
- Communicate with all levels of staff
- Process live payroll for clients
- Prepare payroll tax returns, Form W-2's, and Form 1099's for clients
- Perform data entry in payroll and accounting applications
- Maintain appropriate levels of office supplies
- Assist with firm invoicing
- Evaluate and improve current payroll and administrative function efficiencies

Qualifications

- Commitment to Geenen & Kolean core values of Trust, Responsiveness, Engagement, and Entrepreneurial
- A four-year college degree
- Successful experience in an office role
- Highly motivated critical thinker that can work independently
- Competency in payroll processing, payroll tax returns, light bookkeeping, accounts receivable, accounts payable, and good organization skills
- Excellent verbal and written communication skills
- Basic human resources knowledge preferred (not required)

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