



Office Manager / Data Entry Assistant

Save Moore Tax & Accounting Services is a thriving public accounting firm currently seeking an office manager/data entry assistant to support our Clinton, Illinois office. We are a family run business offering small-town attention in a professional yet relaxed and welcoming environment.

For 17 years we have been dedicated to providing high quality compliance, consulting and business support services tailored to fulfill the needs of our clients. We value the long-term relationships we have developed, based on trust and respect, and strive to help them be more successful. We are continually looking for ways to improve our service offerings and grow as individuals and as a firm.

The Opportunity

We are looking for someone to be the main point of contact for clients, prospects and visitors in regards to a variety of financial matters. The successful candidate is reliable, trustworthy and able to work in a fast-paced office setting. The ideal applicant is a self-motivated person with a desire to learn and the ability to work well with limited direction.

Job Description

- Greets clients, prospects and visitors; answers a multi-line telephone system; receives and distributes mail, deliveries and messages; answers basic client inquiries; mails correspondence
- Accurate, thorough and efficient taking and communication of messages
- Copying, scanning, faxing, typing and accurate proofreading of correspondence
- Client file preparation and tax return assembly
- Schedules client meetings; performs confirmation calls; prepares for daily schedules of staff
- Basic data entry of new and updated client financial information
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; pricing and placing orders; verifying receipt; stocking items
- Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation
- Other job appropriate tasks as requested

Skills and Qualifications

- General Office Skills, Scheduling, Telephone Skills, Typing, Documentation Skills, Verbal Communication, Data Entry Skills, Attention to Detail, Administrative Writing Skills, Organization, Thoroughness, Dependability, Independence and Absolute Confidentiality
- Microsoft Office – Word, Excel, Outlook
- Intuit's QuickBooks
- Minimum of two years' work experience, similar position preferred

Benefits

We encourage the professional and personal growth of all personnel. We value our employees' hard work and dedication. We offer a benefits package to recognize and reward those efforts, including:

- Competitive Salary
- Paid Time Off, Plus Holiday Time
- Flexible Working Arrangements
- 401(k) Plan with employer matching and Profit Sharing

**** Save Moore Tax & Accounting Services, Inc. is committed to being an equal opportunity organization. It is committed to promoting equal opportunities and preventing discrimination.*