

HELP WANTED

EXECUTIVE ASSISTANT

Duties include providing administrative and bookkeeping service assistance to accountants, monthly billing, preparing financial statements according to accounting principles and confirming the accuracy of accounting database information.

Handling telephone calls, emails and correspondence as the first point of contact. Preparing reports, drafting memos and maintaining both physical and digital filing systems.

Technological proficiency, experience with major Software and office equipment, communication skills with strong verbal and written communication for interacting with clients and staff.

Exceptional attention to detail for managing schedules and documents and ability to handle sensitive and confidential information.

CONTACT JAMES JORDAN ASSOCIATES, ARCHITECTS
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