



Title: Project Support Assistant

Organization Description: Established in 1990, Prado & Renteria has grown to become the largest Hispanic-owned CPA firm in Illinois. The firm serves a variety of clients through its specialized practice areas: government, corporations, private companies, and non-profit organizations. We are comprised of professionals with experience in audit and management consulting services.

Prado & Renteria CPAs, Prof. Corp. is currently interviewing candidates for a full-time position as Project Support Assistant. In this position, you will provide administrative support to the firm's dedicated audit and accounting teams, promoting efficiency over the course of project engagements; contribute to team building; and build trust-based relationships with clients.

Responsibilities:

- Perform procedures in audit, accounting or administrative projects under the supervision of a manager or senior auditor:
 - Assisting with audit procedures: planning, fieldwork, general completion and reporting
 - Preparing project mailings e.g. bank confirmations, client communication and other
 - Conducting technical research
 - Posting accounting transactions to various accounting systems e.g. QuickBooks
 - Other various data entry responsibilities
 - Binding audit reports and project files
 - Preparing binders/labels for projects
 - Assisting with printing or copying documents
 - Assisting with referencing workpapers
 - Packaging tax returns
 - Other duties as assigned
- Perform Intern Support accountabilities including:
 - Responsible for reviewing DACOFE forms, prepare communication, maintain and capture data, perform weekly mailing, work on special projects, etc.
 - Attend weekly meetings with Supervisor and Senior to go over client meeting comments and provide guidance.

Qualifications:

- Associate's Degree in Business
- At least two years of experience providing administrative support in an office environment
- Experience with accountancy is a plus

Skills:

- Advanced knowledge of Microsoft Office Products specifically Excel (pivot tables) and Word (typing at least 50 WPM)
- Strong interpersonal and relationship building skills
- Team player with positive attitude
- Strong communication skills
- Able to prioritize and manage multiple assignments
- Creative problem-solving skills
- Initiative
- Attentiveness to details
- Service-oriented

To Apply: Email cover letter and resume to: hresources@pradorenteria.com