

## Partner / Director Assistant Job Description

### Basics

- ▲ Must have
  - a pleasant demeanor with clients, and your fellow co-workers, and
  - excellent organizational skills and attention to detail, and
  - must be willing to work 50-55 hours per week during tax season.
- ▲ Prefer experience at a public accounting firm in some capacity.
- ▲ \$46,000 to \$58,000 total compensation. Bonuses, if offered, are considered in addition to total compensation (for this position, bonuses are based on qualitative intangibles).

### Job Duties

You will be working directly with and to support a Partner or Director. Your duties include-

- ▲ Answering client phone calls and emails,
- ▲ Filing and organizing electronic documents,
- ▲ Mailing documents to clients and government agencies,
- ▲ Connecting with clients to gather essential information,
- ▲ Helping to keep the workflow moving,
- ▲ Assisting the Partner or Director with tasks specific to their business segment (Tax, Accounting, Payroll or Operations),
- ▲ Maintaining Partner or Director calendars including scheduling appointments and meetings, collecting payments for consultations, anticipating scheduling conflicts and compiling necessary documentation for appointments,
- ▲ Monitoring, screening, responding to and distributing incoming calls or emails to Partners and Directors,
- ▲ Performing office chores such as emptying dishwasher and basic tidying up (we have daily janitorial service too), and
- ▲ Other tasks as requested by the Partners and Directors.

All salaried positions must work 2,000 hours annually.

### How to Apply

Please visit our website for current openings, company-paid benefits, a description of who we are and the “how do I get this cool gig?” series of steps-

[wcginc.com/jobs](http://wcginc.com/jobs)