



Keiter Stephens is seeking a:

Tax Administrative Assistant for our **Richmond, VA** office

Responsibilities:

- Draft, format, and edit/proofread letters and other correspondence
- Prepare reports as directed
- Maintain standard letter, report, other correspondence template repository
- Create presentations using PowerPoint
- Update Tax intranet site
- File electronic and paper documents according to an organized document management process
- Schedule appointments for Partners
- Order tax forms and other materials
- Maintain Partner calendars
- Assist with billing.
- Support eFile process.
- Coordinate and order lunches for meetings and Tax department events
- Coordinate and plan domestic travel arrangements
- Accept and direct client phone calls
- Serve as back-up to Receptionist on occasion
- Prepare time reports
- Coordinate tax credit purchases

Requirements:

- BS/BA degree in relevant area from accredited institution
- Minimum two years experience, five preferred
- Professional demeanor, energetic, friendly, professional speaking voice
- Excellent PC skills; expert level knowledge of MS Word and Excel
- Strong attention to detail
- Ability to work independently and be proactive
- Strong organizational, written communication, and verbal communication skills