

Position: Administrative Assistant - Tax

Enterprise, AL

CRI is a CPA and advisory firm located in more than 25 markets throughout Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Tennessee, and Texas. Since our formation in 1997, we have quickly grown into one of the nation's top 20 firms, which would not be possible without the breadth and depth of knowledge and expertise that our talented professionals possess.

We invite you to explore our available opportunities, and learn more about what sets CRI apart from other larger firms.

Essential Functions:

- Servicing of clients through customer contacts, relationships, generation of correspondence, data entry, file maintenance and other duties as requested or needed to maintain the efficient processing of documents and communications within the firm's internal operations.
- Processing and assembling tax returns for filing and submission to clients.
- Provide admin assistance to Tax Department as needed
- Other duties as requested or needed to maintain the efficient processing of documents and communications within the firm's internal operations

Requirements:

- Experience in a CPA Firm environment preferred
- Ability to work overtime January through April and during peak seasons
- Proficient in Microsoft Office (Excel, Word, and Outlook)
- Proficient in Adobe Acrobat. Ability to quickly learn multiple software packages.
- Well-developed interpersonal skills. Ability to get along well with diverse personalities; tactful, mature, and flexible.
- Ability to operate independently and self-manage projects. Ability to perform several tasks concurrently with ease and professionalism.
- Detail oriented individual with sound administrative and well developed management skills.
- Ability to establish credibility and be decisive, but able to recognize and support the Partners' preferences and priorities
- Comfortable performing multifaceted projects in conjunction with normal activities.
- Excellent written and verbal communication skills

CRI industry specializations include construction, government, banking/financial institutions, healthcare, insurance, not-for-profit, manufacturing, and distribution. We offer traditional and specialized services including audit and assurance, business consulting and support, forensic accounting, IT auditing, retirement plan auditing, SEC compliance, business valuation, tax planning, and trusts and estates work. Additionally, CRI's family of portfolio companies deliver service organization control (SOC) reports, investment banking, management consulting, retirement plan administration services, payroll management, and wealth management. For more information about CRI, please visit CRIcpa.com

Please email mhaas@cricpa.com with your resume.