



## Administrative Assistant

Farkouh, Furman & Faccio, LLP is a rapidly growing boutique public accounting firm located on Park Avenue in Midtown, New York City. We are currently seeking a talented and dedicated Administrative Assistant to join our team. In this role, you will be working with an administrative team of at least 3 others and directly supporting FF&F's accounting staff, senior management and seven partners.

Candidates for this role must have a professional and positive attitude, as well as exceptional communication skills in order to interact with all levels of staff and clients. You must be highly organized with the ability to multitask and prioritize responsibilities in a fast-paced environment. The ability to handle highly confidential information and work under hard deadlines as well as having attention to detail are crucial.

### Job Responsibilities & Duties:

- Provide administrative support for all partners, Firm Administrator, Operations and Marketing Manager, and accounting professionals
- Answer and direct incoming calls; greet and receive clients
- Provide support to the firm's clients, including assembling and shipping tax returns
- Maintain paperless filing database; organize and scan client tax documents
- Assist with client deliverables, including occasional in-person deliveries to clients
- Process outgoing mail, sort and distribute incoming mail, drop off at post office and FedEx
- Draft letters, memos, meeting notes and other correspondence
- Serve as the liaison in responding to internal and external inquiries and redirecting calls, as appropriate
- Assist with special projects
- Perform research using internal and external resources; distribute technical research internally
- Set up meetings, maintain conference room schedule
- Assist with office projects including but not limited to travel arrangements, facility management, assistance related to our client portal system, break room maintenance, ordering of office and kitchen supplies, catering arrangements, and ad hoc projects

### Qualifications:

- 2+ years of experience in a professional office environment
- Prior experience at an accounting or professional services firm is a plus
- Associate's Degree or higher is preferred
- Proficient in Microsoft Office (specifically Word, Outlook and Excel)
- Proficiency in Adobe Acrobat and PDFlyer is a plus
- Excellent communication skills both written and verbal; excellent interpersonal skills
- Flexibility to work different schedules and the ability to work extended hours during busy season
- Ability to interact across all levels of the organization using superior judgment, professionalism and ability to maintain the highest level of confidentiality
- Ability to maintain poise in a fast-paced environment and work well under pressure to meet tight deadlines
- Ability to work well independently and in a team environment
- Ability to lift up to 25 lbs.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, sex, sexual orientation, gender identity, disability, genetic information, national origin, race,

religion, veteran status, or any other protected category.

To be considered for this position, please visit our career page at: <https://ffcpas.com/careers/> and apply online.