

**LarsonAllen LLP**  
**Client Service Administrative Assistant**  
FLSA Status: Non-Exempt

LarsonAllen is a professional service firm that provides assurance, accounting, tax, consulting, and advisory services to organizations and individuals managing business ventures and finance. Founded in 1953, LarsonAllen is dedicated to providing quality results to clients. We provide our clients with industry specialists and high-quality business resources. With approximately 1,400 people and more than 25 locations, we have a depth of talent, experience, and a national perspective. LarsonAllen is an independent member of Nexia International, a top 10 worldwide network of independent accounting and consulting firms. Founded in 1971, Nexia provides you with a global network of independent auditors, business advisors, and consultants.

**Overview:**

This position provides administrative and client service support to principals, managers, and staff and ensures that timely and courteous service is provided to all clients and firm personnel.

**Essential Duties and Responsibilities:**

- Perform full administrative duties including typing memorandums, correspondence, documents and reports, usually from rough draft, and edit for grammar, punctuation, and spelling as needed.
- Prepare, in draft form, routine correspondence as requested and organize workload to comply with deadlines and priorities established by the principals.
- Maintain a working knowledge/competency of appropriate systems applications utilized by firm, including Word, Adobe, Excel, PowerPoint and Outlook.
- Proofread and coordinate the assembly of client financial statements.
- Assemble tax returns and prepare extensions as needed.
- Assist in preparing and distributing client billing on a timely monthly basis.
- Answer phones and communicate messages to principals, managers, and staff to resolve client questions on a timely basis.
- Schedule appointments/meetings for principals, managers, and staff including make necessary travel arrangements, proactively checking need for meeting materials (i.e., agenda, presentation, food arrangements).
- Interact with clients in an efficient, courteous, and professional manner.
- Work as a team member in meeting the needs of the industry/service group.
- Monitor and coordinate gathering of various forms and documents for set up of client files efficiently.
- Perform other duties as assigned.

**Required Education and/or Experience:**

- High school degree minimum; liberal arts or English college degree preferred.
- 3+ years of secretarial/administrative experience.

**Required Skills and Knowledge:**

- Strong computer and word processing skills
- Effective time management and organizational skills.
- Promotes continuous improvement in approach to work.
- Strong attention to detail.
- Strong verbal/written communication and interpersonal skills.
- Demonstrated strong professional relationships including key interactions with clients and firm personnel.
- Ability to work effectively under pressure while maintaining a professional demeanor.
- Ability to maintain confidentiality.

**Additional Requirements:**

- Willingness to work overtime on a regular basis January – April and other times as workload dictates.

LarsonAllen is committed to being nationally recognized as a great place to work and build a career. Our compensation and benefit offerings—in addition to professional learning and development programs—are aligned with this commitment.

We want you to have an exceptional career, with challenging projects, continuous improvement, and leadership opportunities. To learn more about how LarsonAllen is noticeably different, please visit our website at [www.larsonallen.com](http://www.larsonallen.com).

*LarsonAllen is an Equal Opportunity Employer*