

Receptionist

O'Connor, Brooks & Co., P.C. is a locally owned public accounting firm which has been serving the Tri-State area of Iowa, Illinois, and Wisconsin since 1920. We have offices in Dubuque, Iowa, and Galena, Illinois. We are a general services CPA firm offering an array of services to a diverse clientele. Our services include Bookkeeping, Payroll Processing, Tax Planning/Preparation, Bank Examinations, Accounting/Auditing, Business Consulting, and Controllorship Functions. More information on our company can be obtained from our website at oconnorbrooks.com.

We are seeking a full time Receptionist/Administrative Assistant for our Dubuque, Iowa office. Responsibilities include:

- Answering the telephone in a professional manner
- Greeting and assisting clients
- Word processing tasks such as formatting/typing financial statements and correspondence
- Providing administrative support including faxing, scanning and copying
- Assembly of income tax returns
- Processing daily mail
- Completing miscellaneous projects as assigned

The qualifications for this position include:

- Excellent written and verbal communication skills
- Strong organizational and computer skills, including Microsoft Word, Excel, and Outlook
- Strong customer service skills
- Ability to maintain confidentiality

We offer a great work environment along with a competitive salary and excellent benefits including health, dental, and disability insurance, 401(k) plan, a referral incentive bonus, summer hours, and vacation and sick time from the date of hire.

Please send a resume and cover letter to:

O'Connor, Brooks & Co., P.C., Attn: Director of Human Resources, P.O. Box 743, Dubuque, IA 52004-0743 or eschilling@oconnorbrooks.com