

# OPEN POSITIONS AT GETTRY MARCUS



## IT Support Technician

*\*All applications kept confidential\**

Gettry Marcus, a Top 200 growing, dynamic accounting firm seeks full time, entry level IT Support Technician to join our NYC office. Qualified candidate can expect a comprehensive compensation and benefits package with excellent opportunity for growth in a professional learning environment.

### Major Responsibilities & Duties

Qualified candidate will work within the IT Department to trouble shoot and resolve end user hardware and software issues relating to:

- Answer/trouble shoot computer and application issues relating to:
  - MS Office 365
  - Adobe Suite
  - CCH tax and accounting applications
- Open tickets with cloud vendor on behalf of end users
- Hardware Troubleshoot
  - Laptops and workstations – to include installations for new hires and existing hardware
  - Printers, Monitors, IP Phones
  - All common mobile devices (iPhone & Android), Tablets
  - Copiers, Scanners
  - Set up multi-media and video conferencing equipment

## Requirements & Qualifications

The successful candidate will possess the following qualifications:

- 1-2 years of general Desktop Support Services experience
- Bachelor's Degree in information systems or related field
- Experience with Citrix, a plus
- Ability to trouble shoot IT issues quickly and efficiently
- This is an extremely user-facing position so the ability to communicate in user-friendly language to non-technical staff is paramount
- Demonstrated oral, written and professional interpersonal communication skills with partners and staff
- Positive attitude and the ability to work in a fast-paced environment, quickly learning firm applications
- Dependable, punctual, self-starter

## Contact

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## About Us

Gettry Marcus CPA, P.C. is a top 200 nationally and a top 10 non-national firm with offices on Long Island and in NYC. We have one of the premier and most credentialed Business Valuation and Litigation Groups in the New York Metropolitan area. The firm provides accounting, tax and consulting services to closely held businesses and high-net-worth individuals in diversified practice areas. Our practice groups include Real Estate, Health Care, Professional Services, Wholesale distribution, Manufacturing and Partnership/Hedge Funds among others.

We are an Equal Opportunity Employer.

*Gettry Marcus CPA, P.C. is not engaging external recruiting agencies for this position. The submission of unsolicited resumes from an agency shall **not** constitute the presentation of a candidate. Unsolicited resumes from agencies will be treated as Gettry Marcus' to follow up with as we see fit.*