



OPEN POSITIONS AT GETTRY MARCUS

Administrative Assistant

All applications kept confidential

Gettry Marcus CPA, P.C., once again voted Best of the Best and a top 200 nationally ranked Firm, has opportunities for experienced Administrative Assistants at our modern midtown Manhattan AND our Woodbury, LI offices.

We look for individuals who are talented, enthusiastic and have varied interests. In return, we provide a professional working environment, competitive salary, comprehensive benefits package, career development and a supportive work environment.

If You

- are a go-getter with a “can-do” attitude
- who likes to continually learn and be challenged
- is looking to grow with a Firm which promotes teamwork, respect and work/life balance
- then we will invest in your continual training and career development

Admin Support Responsibilities

- Front Desk meet/greet Clients
- Manage scanning and cloud based filing system
- Liaison with staff and partners creating barcodes for scanning
- Verify all documentation before/after scanning
- Scan documents such as 1040s, brokerage statements and E-file authorizations
- Print and PDF Tax Returns
- Track E-filed returns
- Run monthly billing reports and various partner reports and billing worksheets
- Filing of brokerage statements
- Manage file room and storage
- Perform general office duties and provide support to Administrative Team

Qualifications and Requirements

- 2+ years office support experience
- Public Accounting admin experience a plus
- Must be Tech-Savvy meaning comfortable with technology and eager to learn new systems
- Proficient in Word, Excel and Outlook
- Dependable
- Strong work ethic
- Desire to work in a collaborative environment
- Natural multi-tasker who performs well with deadlines
- Positive demeanor

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.*