



GunnChamberlain, P.L. is looking for an Administrative Assistant to join a firm that's consistently voted one of the Best Places to Work in Jacksonville. The Administrative Assistant will provide exceptional office support by handling administrative tasks in a fast-paced environment, including answering telephones, greeting customers, scheduling appointments, document scanning, tax return assembly, and client communications.

Essential Functions

- Model ethical behavior and execute job responsibilities in accordance with GunnChamberlain, P.L.'s core values, ethics, and information protection policies
- Provide high-level administrative support to Office Manager, Tax Accountants, and Partners of the firm
- Handle workflow tracking for projects and submission of tax returns and extensions electronically
- Keep client addresses, records, and mailing lists current
- Maintain software tracking of internal projects and checklists
- Provide administrative support to all other staff as appropriate

Required Knowledge, Skills, And Abilities

- Advanced PC skills, including Excel, Word, Outlook, and PowerPoint
- Detail-oriented and team-driven
- Ability to work independently, prioritize, problem solve, manage time, and handle multiple tasks
- Strong interpersonal, oral, and written communication skills
- Ability to deal appropriately with confidential information.

Required Education and Experience

- High school diploma or GED
- Previous experience working in an accounting or law firm would be beneficial but not required
- Positive, can-do attitude

Preferred Qualifications

- 4 years' experience as an Administrative Assistant in a corporate setting
- Administrative experience supporting upper management
- Experience working in the accounting or financial industry
- Technology and social media savvy

GunnChamberlain, P.L. offers a competitive annual salary commensurate with experience and professional development opportunities. GunnChamberlain, P.L. is proud to be an Equal Opportunity Employer. Relocation assistance is not available for this position.