



Vrakas S.C.
445 South Moorland Road, Suite 400
Brookfield, Wisconsin 53005-4254

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Vrakas CPAs + Advisors

JOB DESCRIPTION

Title

Professional Clerical Staff (PCS)

Reports To

Chief Operating Officer

Firm Overview

We are a full-service public accounting firm that strives to meet client needs efficiently, cost-effectively and with a practical approach. With over 70 professionals, our experience, size and resources enable us to provide services in a variety of areas including, assurance, tax, business consulting, valuations and small business accounting. We specialize in serving closely-held businesses and their owners in a variety of industries including, construction, dealerships, manufacturing, distribution, nonprofit, professional services, real estate and retail.

Position Overview

Primary responsibilities will include assisting employees with first-class work product and assisting clients via phone or in person with first-class customer service.

Professional Clerical Staff / Receptionist

We are looking for a full-time candidate who will wear two hats; that of our professional clerical staff and also of our receptionist.

PCS duties to include, but not limited to:

- Process tax returns
- Review scanned work papers
- Process audit, review, compilation and valuation reports
- Scan broker statements and save to client file
- Process confirmation letters
- Finalize bills

Receptionist duties to include, but not limited to:

- Operate VOIP telephone system to facilitate incoming telephone calls
- Greet clients, visitors
- Maintain the appearance of the office
- Provide office meeting support and meeting room management
- Scan daily deposit
- Forward portal emails

Duties to share with File Clerk

- Maintain and route publications
- Receive, sort and forward incoming mail
- Process all outgoing mail
- Coordinate the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Prepare office for the work day, brew coffee and prepare conference rooms for meetings (and clean up when done)
- Organize budget sheets, check in returns and pull files

Personal Characteristics

- Great communicator, both verbally and written
- Consistently dependable
- Good listening skills
- Positive attitude
- Multi-tasker
- Strong people skills
- Self-starter
- Well organized
- Works well independently and as part of a team
- Problem solving skills
- Eager to learn

Experience

- Experienced in Microsoft products; Word, Excel, Outlook, PowerPoint
 - Further experience with tables
- Knowledge of scanners, fax machines, copy machines
- 3-5 years of office experience