

Administrative Assistant

Company: Auth Consulting and Associates

Location: Menomonie, WI

Service Area: Accounting/Bookkeeping

Auth Consulting & Associates (AC/a) is an engineering consulting corporation with offices in Menomonie and Hudson, Wisconsin. Since 1995, we have offered complete Planning, Engineering, Design, and Land Surveying throughout the United States with primary operations in Wisconsin and Minnesota. Our Menomonie office is looking for a full-time self-motivated, dedicated individual with the ability to provide efficient detailed work using their business and accounting skills.

This individual will be responsible for answering and directing phone calls, write and distribute email, correspondence, memos, letters, faxes and forms, ordering office supplies, provide general support to visitors and accounting duties. This position will be located at our Hudson office.

Requirements:

- Associate/Bachelor degree in accounting preferred or equivalent work experience
- Strong knowledge of Quickbooks, BillQuick and or other Accounting software
- Knowledge of office management systems and procedures
- Excellent written and verbal communication skills
- Ability to handle multiple projects simultaneously
- Strong working knowledge of Microsoft Office; Word/Excel and Outlook
- Self-disciplined and highly motivated
- Extremely high attention to detail and accuracy
- Maintains confidentiality of information
- Willingness to grow with the company and accept new challenges
- Possess strong written and oral communication skills
- Team player with a positive attitude

Salary: based on experience

AC/a, Inc. offers a competitive wage and benefit package. Visit our website at www.authconsulting.com for a company overview. Please mail or email resume and cover letter to:

AC/a, Inc.

ATTN: HR

406 Technology Drive East, Suite A

Menomonie, WI 54751

No phone calls please.