



Title: Bookkeeper - Administration

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Work Location: Manhattan, New York,

### **Description**

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Marks Paneth LLP, a premier accounting firm with origins dating back to 1907, is ranked the 30th largest accounting firm in the nation and one of the top 10 largest in the Mid-Atlantic region, as reported by Accounting Today. With a team of nearly 700 professionals, including more than 90 partners, Marks Paneth provides a full range of audit, accounting, tax, consulting, trade remediation and valuation services, as well as litigation, forensic accounting and financial advisory services. We primarily serve domestic and international middle market, privately-held and family-owned businesses, as well as high-net-worth individuals and their families. Readers of the New York Law Journal have ranked Marks Paneth as one of the area's top three forensic accounting firms for six consecutive years.

Our firm takes pride in its depth of industry knowledge, and has developed specialized practices across a range of industries including real estate; hospitality; manufacturing, wholesale and distribution; retail; theater, media and entertainment; nonprofit, government and healthcare; and financial and professional services.

Marks Paneth's Advisory Services Group helps public company CEOs, CFOs and audit committee members proactively manage complex financial transactions and reporting requirements. The firm also provides information technology consulting services to small and medium-sized companies and nonprofit organizations through its subsidiary, Tailored Technologies, LLC.

Marks Paneth's membership in Morison KSi Ltd., a leading international association for independent business advisers, financial consulting and accounting firms, facilitates service delivery to clients throughout the United States and around the world.

Marks Paneth is headquartered in New York City, with additional offices in New York State, New

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Jersey, Florida, Pennsylvania and Washington, DC.

**Job description:**

We are currently seeking an Administrative Assistant to join our Manhattan office. This person will be in a visible position that requires a professional individual with excellent interpersonal, communication and organizational skills. We are looking for someone who can work independently and at a fast pace. In addition, this person will be responsible for light bookkeeping duties providing services to top tier clients, including high net worth individuals and their businesses.

**Responsibilities Include:**

- Calendar management
- Maintain and coordinate schedules including meetings, travel arrangements, special events
- Compile and monitor correspondence, memos and prioritize critical information
- Prepare internal and external correspondence
- Screening and prioritizing phone calls
- Answering telephones, responding to routine client requests and directing calls appropriately
- Assisting with various other administrative assignments as they arise including mailings, faxing, filing, and copying
- Assist with special projects on an as needed basis

**Location - Manhattan, NY**

**Required Skills**

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**Requirements:**

- Excellent telephone manner and communication skills.
- Prior experience as an Administrative Assistant in a fast paced environment.
- General office computer skills - Word and Excel.
- Must possess excellent interpersonal skills.
- Flexibility with hours.
- Ability to adapt to shifting priorities and function in a fast paced environment.
- Ability to interact professionally with employees of all levels within the firm; strong communication skills are highly desirable.

- Previous financial or public accounting experience is a plus
- Previous experience bookkeeping or in accounts payable is a plus
- Knowledge of Salesforce is a plus
- QuickBooks experience is a plus

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, marital status, citizen status, age, disability, military or protected veteran status, genetic predisposition or carrier status or any other legally protected status. Marks Paneth takes affirmative action in support of its policy to and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

**Kind:** Full Time

**Level:** Staff Position

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