



Title: Proofreader

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Work Location: New York City, New York,

Description

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 Jersey, Florida, Pennsylvania and Washington, DC.

Responsibilities Include:

- Proofreading high-profile, high priority, confidential information in an extremely fast-paced environment (meeting tight deadlines without sacrificing quality)
- Ensuring proper grammar, spelling, syntax and style in documents
- Maintaining incredible attention to detail, ability to use standard proofreaders' marks, and utilizing excellent knowledge of grammar and style
- Managing the proofreading queue, coordinating work flow, and organizing archived markups
- Handle other various administrative assignments as they arise including mailings, faxing, filing, and copying
- Work special projects on an as needed basis

Required Skills

Requirements:

- 3+ years experience working as a proofreader
- Excellent telephone manner and communication skills
- Proficiency in Microsoft Office (Word, Excel and Power Point)
- Must possess excellent interpersonal skills
- Flexibility with hours; overtime when needed
- 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 firm experience is a plus Location - Manhattan, NY

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or protected veteran status. The Firm 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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