



# Wilson & Wilson CPAs HIRING

## ADMINISTRATIVE ASSISTANT IN FAIRBANKS

Your job is the key to the success of Wilson & Wilson CPAs Inc. You are the first person clients and potential clients will talk to and meet. Therefore, your first responsibility is to present a professional, courteous and knowledgeable image of the firm to callers and visitors, as well as make them aware of our services and capabilities. You will also provide a pivotal role in the tax process by organizing and updating key information, collating tax returns, and assisting in the filing process. In addition, you are to maintain an organized, stocked, and efficient environment to support all other staff members.



### Requirements:

1. Have a working knowledge of Microsoft Suite and Outlook, general financial analysis capabilities, and ability to learn in-house, proprietary computer operations and applications.
2. Demonstrate ability to manage and keep environment organized, as well as the willingness to undertake new and unfamiliar tasks as needed.
3. Demonstrate well-developed interpersonal skills: ability to get along well with diverse personalities, tactful, mature, flexible, and positive.
4. Should have a high energy level, be adaptable to changes, provide solutions, conduct themselves in an ethical and trustworthy manner, consistently increase skills and knowledge, and be dedicated to the firm and its success.
5. Excellent written and verbal communication skills.
6. Demonstrate ability to establish priorities, while also being able to recognize and support the partners preferences and needs.
7. High school diploma or equivalent
8. Current drivers license

**Benefits, full-time, \$19-\$26 per hour,  
depending on experience**

**APPLY:** Submit your resume in person at  
**344 Minnie St., Fairbanks,**  
or by email at [office@wwcpa.com](mailto:office@wwcpa.com)

**MORE DETAILS:** Visit [alaskajobs.alaska.gov](http://alaskajobs.alaska.gov)  
and search for "705364"

Alaska's Employment Services program is 100% funded by U.S. Department of Labor through an award of \$7,259,152. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

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