

Executive Assistant

The Executive Assistant/Office Support provides advanced administrative support to the Managing Partner and Director for our Wilmington office.

- With a primary responsibility of supporting the Managing Partner and Director, provide support to the executive team as directed to ensure that company goals and objectives are accomplished, and operations run efficiently.
- Maintain and refine internal processes that support to the highest-ranking executives company-wide, coordinating internal and external resources to expedite workflow.
- Manage communication between upper management and accountants, liaising with internal and external executives on various projects and tasks.
- Plan and orchestrate work to ensure Managing Partner and Director, organizational goals are achieved, and best practices are upheld.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Managing Partner and/or Director, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Works closely and effectively with the Managing Partner and/or Director to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Act as a “barometer”, having a sense for the issues taking place in the environment and keeping the Managing Partner/Director updated.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the Managing Partner/Director, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the Managing Partner/Director’s ability to effectively lead the company.
- Help clerical department with tax returns and financial statement assembly as needed.
- Assist Controller with various tasks as needed, including:
 - Accounts Payable
 - Firm bookkeeping
 - Preparation of various management reports
 - Database management
- Assist Accounting department as needed with various tasks, potentially including:
 - Bank reconciliations
 - General ledger maintenance and entry

Submit resume and salary requirements to Jennifer Harrison, jharrison@wwd-cpa.com.