



CAIN ELLSWORTH
& COMPANY, LLP
Beyond the Numbers...



Receptionist /Administrative Assistant

Opportunities at Cain Ellsworth & Company, LLP are more than jobs...they are the foundation for an exciting career! If you are looking to take your career to the next level, work with great people as well as grow personally and professionally then take a look at this exciting opportunity!

Cain Ellsworth, a public accounting firm with offices in both Sheldon, IA and Sioux Falls, SD is seeking a Full-time **Receptionist/Administrative Assistant** in our Sheldon office.

This individual must be highly organized and able to thrive in a fast-paced, team-oriented environment while completing a wide range of office administration tasks. Skills needed include follow-through, attention to detail, ability to work independently and collaboratively and handle sensitive and confidential information. This position requires an upbeat, friendly and cooperative demeanor as well as the ability to multi-task with frequent interruptions.

In this role, you will answer and route telephone calls, greet visitors and assist with scheduling appointments. Other duties include sorting and distributing mail, preparing correspondence, completing heavy volume scanning, copying and filing, maintaining office supplies, and assisting our professional staff with other tasks as needed. Additional job requirements will include assembling tax returns and other financial documents, assisting with firm bookkeeping and general accounting.

Requirements include:

- Associate's degree and/or 2+ years of prior administrative support experience in a professional work environment.
- Proficiency with Microsoft Office products. Must have above average Word and Excel skills with experience typing correspondence and proofreading.
- Dependable and excellent attendance with a positive attitude
- Ability to work overtime during peak seasons

Cain Ellsworth & Company offers an outstanding wage and benefits package which includes a full range of benefits including company paid long term disability, Simple IRA with company match, paid time off including company paid parental leave as well as much more!

To apply for this position, please send your cover letter and resume to JNoble@cainellsworth.com.

For additional information regarding our Firm check out our web-site at www.cainellsworth.com

We're excited to hear from you!



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