



## Tax Department Administrative Assistant

To assist the Director of Tax Services and the Tax Accountants with a variety of clerical and administrative duties. The position requires positive contact with clients, attorneys and staff while observing absolute confidentiality of personnel and firm matters. Responsibilities include but are not limited to: maintaining a tracking system for all tax returns; processing and mailing all tax returns to various jurisdictions; preparing bulk quarterly estimated tax check requests in Excel format; setting up new client files; typing IRS correspondence and engagement letters in MS Word.

### Job Requirements

A successful candidate will possess the following skills:

- Approximately two to four years on the job experience or related education experience as an administrative assistant.
- Ability to read and write English in order to proof and perform minor editing of routine tax department correspondence. Perform non-complex arithmetic calculations; maintain records and filing systems.
- Knowledge of Microsoft Office products including Outlook, Word and Excel.
- Ability to learn new software applications as introduced.
- Knowledge of OneSource Trust Tax or CCH Axxess Tax is a plus.
- Exhibit a high degree of initiative in managing multiple priorities simultaneously in a fast-paced, deadline-driven, detail-oriented work environment utilizing excellent judgment, administrative abilities, and decision-making skills.
- Ability to work with frequent interruptions and changes in workflow.
- Excellent interpersonal, verbal and written communication skills to successfully work with a diverse group of attorneys, staff and outside contacts. Be a team player and work with a positive attitude.
- Work may require irregular hours and overtime during the tax seasons.

### About Hemenway & Barnes LLP

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients.



As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

**To Apply:**

If you possess the skills and credentials we are looking for, please submit your resume and cover letter, in strict confidence, for consideration. Qualified candidates may send resume and cover letter in confidence, to the [hr@hembar.com](mailto:hr@hembar.com)