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## EXECUTIVE ASSISTANT

Conner Ash, a highly respected public accounting firm with 100 years of providing tax, assurance, and accounting services in the St. Louis area, is growing and seeking a highly organized, detail-oriented, personable, proactive Executive Assistant to provide direct support to two of the firm's Principals. This role is critical in ensuring efficient operations, managing communications, and supporting client service delivery in a fast-paced public accounting environment.

### Key Responsibilities

- Provide dedicated support to two Principals by serving as a liaison between Principals, staff, and clients, ensuring timely communication
- Prepare, proofread, and format client correspondence, reports, and presentations
- Manage phone and email communications, prioritize inquiries, and draft responses as appropriate
- Facilitate meeting requests and assist with managing and coordinating calendars
- Maintain and organize electronic and physical files in compliance with firm standards
- Assist with client engagement processes, including document handling and tracking deadlines
- Support billing processes, timesheets, and engagement administration

### Qualifications

- 3+ years of administrative experience, preferably in public accounting, professional services, or legal environments
- Strong proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Exceptional organizational and time management skills with the ability to prioritize effectively
- Excellent written and verbal communication skills
- High level of professionalism and discretion handling confidential information
- Strong attention to detail and accuracy
- Ability to work independently and collaboratively in a deadline-driven environment
- Experience supporting executives
- Familiarity with accounting workflows, tax/audit processes, or time and billing systems
- Experience with Thomson Reuters software products (Practice CS, GoFileRoom, UltraTax, Engagement Manager, SafeSend) a plus
- 2+ years of higher education or an associate degree a plus