



Company/Organization Name: TKG Environmental Services LLC

Location: Waukegan

Position/Title: Administrative Assistant

Duties/Responsibilities: Performs a variety of accounting and bookkeeping duties according to established policies and procedures. Maintains contact with attorneys, staff, vendors and clients and observes confidentiality of client and firm matters.

- Utilizes computerized accounting software programs (CMS, Excel, Word) to perform duties and responsibilities.
- Organizes and maintains retention files for required period of time.
- Generates accounting statements and reports.
- Researches cash receipts, coding and posting of receipts.
- Operates office equipment including personal computer, copiers, fax machines and 10-key calculator.
- Organizes and maintains up to date financial records.
- Maintains telephone and personal contact with attorneys, staff and vendors on receivable matters as directed by manager.
- Reads, uses and is familiar with computer systems manuals and procedures, maintains and updates procedural manuals as needed.
- Assists in financial management and analysis, as requested.

#### POSITION REQUIREMENTS:

- High School Diploma or GED equivalent required, college level accounting classes or Accounting Degree preferred.
- 1-3 years hands-on Accounting experience.
- Strong computer skills and word processing.
- Good mathematical background
- Some experience with spreadsheets and automated accounting systems
- Ability to sort, check, count, and verify numbers
- Ability to multi-task, prioritize and work efficiently
- Ability to listen, communicate (written and verbal), spelling and proofreading skills and follow-up effectively with all staffing levels and clients/customers
- Ability to work independently, self-starter, energetic

- Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings
- Ability to perform at high levels in a fast paced ever-changing work environment

Salary Range: \$12.00-\$14.00 Depending on experience

Application Instructions:

To Apply Online: [Tracyl@tkgcompanies.com](mailto:Tracyl@tkgcompanies.com)