

KMA Bodilly is a progressive, mid-sized Certified Public Accounting Firm in Madison, Wisconsin. KMA Bodilly's headquarters is located at 1200 John Q. Hammons Drive, Suite 500, Madison, WI 53717. The Firm has additional offices in Verona, Chicago, and Lodi.

We are currently seeking a dedicated Receptionist/Administrative Assistant. This position is responsible for making clients of our firm feel welcome and valued. It will also have important administrative responsibilities for other departments of the firm.

Job Requirements:

- Excellent customer service and relationship skills
- Strong organization and multi-tasking capabilities
- Proficiency in Word, Excel and Adobe Acrobat
- Strong spelling, punctuation, vocabulary, proofreading and oral communication skills
- Detailed and process oriented
- Ability to take initiative and demonstrate a creative approach as situations require
- Ability to maintain a positive working relationship with clients and coworkers

Candidates with prior receptionist experience is highly recommended.

KMA Bodilly offers competitive compensation and an excellent benefits package. In addition, we strive to provide and maintain a positive work environment where each employee feels encouraged to contribute to our processes, decisions, planning and culture.

KMA Bodilly was recently awarded by the Wisconsin School of Business the Dane County Small Business Award. This prestigious award recognizes successful small Dane County businesses that have rewarding workplace environments and contribute to the community.

KMA Bodilly, CPAs & Consultants, S.C. is an Equal Opportunity Employer.