

Runner

ABOUT AGH:

As one of the top 225 CPA and advisory firms in the U.S., AGH has been serving closely held and privately-owned entrepreneurial firms and public sector organizations for more than 80 years. AGH is based in the central U.S., but the firm's reach and specialized expertise available to clients spans the globe. AGH's more than 130 professionals serve as trusted advisors and provide clients with a broad portfolio of tax, assurance and advisory services.

A BEST PLACES WORK CULTURE:

To recruit and retain the top-notch talent that differentiates AGH in helping our clients succeed, we consciously work to make and keep AGH an employer of choice. We provide our employees with a culture of learning and development, contribution, collaboration and community involvement. AGH has been named one of the 100 Best Accounting Firms to Work For by Accounting Today and Best Companies Group on nine occasions. No other firm in the region has earned so many consecutive placements on this distinguished list.

POSITION SUMMARY:

This is a part-time position that provides administrative and clerical support in the administrative department, reports to the Office Manager and receives daily task direction from the Clerical Coordinator. The duties include running errands for the firm and completing miscellaneous assignments. Candidate must have their own personal vehicle, auto insurance and a clean driving record. Mileage will be reimbursed.

ESSENTIAL RESPONSIBILITIES:

- Daily deliveries and pick-ups to and from clients
- Running errands for administration support
- Backup support to Receptionist
- Processing outgoing mail, including operating postage machine and verifying addresses
- Oversees weekly shredding process
- Backup for formatting, routing, reviewing, printing, binding and mailing of financial reports
- Assembling office equipment/furniture
- UVS database entries
- Quality checking of client financial reports

QUALIFICATIONS:

- High School Diploma or equivalent (GED)
- Excellent communication skills
- Ability to respect confidential client information
- Must have professional appearance
- Must be punctual and dependable



- Courteous demeanor to clients and firm employees
- Ability to take direction and seek opportunities to help when needed

WHY WORK FOR US:

At AGH, you will find an environment where good work is rewarded, and growth is valued. AGH offers competitive wages to qualified individuals and the opportunity to grow professionally and personally through diverse work experience and formal training. Our top five people initiatives are:

- A challenging variety of work in a continuous learning environment
- Career/life integration
- Flexible work environment with great opportunity for advancement
- Ability to make a difference with clients and influence the AGH culture
- Individualized career pathing



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