

## Runner

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### ABOUT AGH:

As one of the top 200 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.

### 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

### 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