

## **Administrative & Accounting Assistant – Part-time**

A growing CPA firm focusing on individual and small business clients is seeking an Administrative & Accounting Assistant

- Friendly and pleasant work environment
- Expected time commitment is variable, with a minimum commitment of 24 hours and a maximum of 36 hours weekly during tax season and 10-15 hours weekly outside of tax season. Must be able to work Saturdays from February – April.
- Assistant will work at our Laurel, MD office location. This is not a remote work position. Our office adheres to all CDC recommended social distancing and PPP guidelines.

### Essential Duties and Responsibilities

- Responsible for office administrative needs including greeting clients, answering phones, scheduling and confirming appointments, checking mail, ordering supplies, ensuring a clean and presentable office at all times
- Update workflow software, prepare folders and organizers for client appointments, preparing engagement letters, assembling tax returns
- Assist with entry for tax returns
- Assist with data entry for bookkeeping clients
- Follow all internal guidelines, procedures and directions
- Commit to completing annual tax law update training required by the employer

### Qualifications, Knowledge and Skill Required:

- 1+ year of administrative experience
- High school diploma or equivalent
- 1+ year of accounting or tax prep experience (preferred)
- Strong written and oral communication skills
- Strong computer skills and proficient at using office machines (fax, scanner, copier)
- Experience using Microsoft Word, Excel and Outlook
- Ability to learn, understand and apply new information
- Must be well organized, detail oriented, dependable, and extremely accurate
- Able to multi-task in a fast-paced environment
- Able to follow guidelines and directions
- Excellent time and attendance commitment
- Good team player, attention to detail, positive attitude, strong work ethic
- Self-starter and able to work independently
- Candidate will be subject to a criminal background check

Please apply with your resume and cover letter to [virginia@sankofafinancial.net](mailto:virginia@sankofafinancial.net). Be sure to include details about your availability, relevant experience, and minimum salary requirements.