

Administrative Assistant/Payroll Specialist

If you are interested please call 410-381-7487 Option 1.

“Please do not send a resume at this time”

Are you personable, good with numbers and have front desk experience? These are the most important qualities that we are looking for in a candidate.

We are a small, growing CPA firm in Columbia, MD offering a pleasant, flexible and supportive working atmosphere. We are considering candidates from all backgrounds including those that have taken nontraditional career paths and those just re-entering the work force.

This position will involve the following duties:

- Answering multi-line phone systems
- Appointment Scheduling
- Customer Relations
- Inner Office Support
- Payroll Processing
- Light Bookkeeping

Requirements:

- Organizational Skills
- Able to Multitask
- Previous Office Experience
- Excellent Customer Service Skills
- Experience with Microsoft Office Products
- Good Math Skills
- Great Attitude
- Team Player

We offer base pay commensurate with experience plus incentive pay based on work completed. If you work smarter and faster you won't have to wait for your yearly review, you will see it in your next paycheck.

If you found that this ad reads a little different than others then you read it right. We are different. We take a different approach in servicing our clients, and in taking care of and compensating our employees.

Minimum requirements are a good attitude and an eagerness to learn. For the right person this could be a tremendous opportunity.

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