

Part time - Office Assistant

We are seeking a part time assistant to help in our public accounting office. This is a PERMANENT part time position working set hours Monday – Friday, 2:00 – 6:00 p.m.

Job Responsibilities:

Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.

- Answer phones, filing, scanning documents, emailing clients and employees
- Process tax returns and compilations by scanning and preparing for shipping (will train)
- Record & take deposits to bank (mostly checks) on a daily basis
- Enter client charges, mail out client invoices twice monthly
- Restock kitchen on a daily basis as well as cleaning kitchen area
- Assist Administrative Assistant or Office Manager if one of them is out on vacation, sick or out on an appointment

Experience preferred:

- Good telephone skills, verbal communication, fast keyboarding skills, scanning skills, Microsoft Office skills, good listening skills, professionalism, client focus, organization, flexible on working weekends during our busiest time of year March, April and possibly in October.

Please email your resume to info@griffing.com.