

Position: ADMINISTRATIVE ASSISTANT
PART TIME

Experience & Skills:

- Strong communication and interpersonal skills
- Strong working knowledge of Microsoft Word, Excel & Outlook

Responsibilities:

- Answer telephones & greet clients
- Assist with accounts payable, computerized billings, mailings
- Other duties include but are not limited to:
 - ✓ Copying, scanning, binding, maintaining logs, organizing & retrieving materials, typing forms, envelopes, labels, ordering supplies
 - ✓ Errands to stores, banks, post office
- Vehicle and valid driver's license required

Other Responsibilities:

- Work well in a team environment
- Accept direction as needed

We offer:

- Competitive compensation
- A comfortable work environment that is relaxed, warm and professional
- Opportunities for growth
- Professional development and education
- A supportive team environment

This position is designed to assist with various administrative functions and to help keep the office running smoothly. The nature of the position may change from time to time based on our needs as well as the capabilities of the individual hired.

For over 78 years, CrawfordEllenbogen has specialized in providing comprehensive, professional services for closely-held businesses, non-profits, families and individuals – clients for whom business is personal, and the *bottom-line* is always *top-of-mind*.

For more information, please visit our website: www.ce-cpa.com

Resume & cover letter may be emailed to admin@ce-cpa.com