

**Position:** **ADMINISTRATIVE ASSISTANT**  
**FULL-TIME OR PART-TIME**

**Experience & Skills:**

- Proficient in use of MS Word, Excel, PowerPoint, Outlook, and Adobe
- Self-starter

**Responsibilities:**

- General administrative duties including:
  - Preparing contracts
  - Answering phones, greeting clients
- Billing
- Collating Tax Returns
- Collaboration with co-workers

**Personal Attributes:**

- Team player
- Strong communication and interpersonal skills
- Strong organizational and multi-tasking skills
- Attention to detail

**We offer:**

- Competitive compensation & benefits
- Electronic, paperless, multi-monitor technology
- Comfortable work environment: relaxed, warm, professional
  - Initially In-Office Required
  - Eventual work from home option some of the time
  - Flexible schedule
- Professional development and education
- A supportive team environment
- Opportunities for growth
- Professional development and education

For over 80 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](http://www.ce-cpa.com)**

**Resume & cover letter may be emailed to [admin@ce-cpa.com](mailto:admin@ce-cpa.com)**