

## **Operations/Administrative Assistant**

Are you ready to join one of the area's top CPA firms? Welker Mojsej & DelVecchio CPAs, LLC is seeking an enthusiastic, dedicated, and service oriented professional to join our team of motivated and responsive professionals. We are a boutique accounting firm looking for someone who enjoys providing excellent service and working as part of a team. A great opportunity to work at a Firm that will provide ample opportunity for professional growth and that rewards hard work.

### **Responsibilities:**

- Processing tax returns and other filings
- Managing electronic document exchange
- General office and administrative duties
- Serve as Front Desk Associate as needed
- Able to work with minimal supervision and display strong problem-solving skills
- Ability to learn and become proficient with new software, as needed

### **Qualifications:**

- Strong communication skills
- Understanding of Microsoft Office & Outlook
- Ability to work independently, as well as within a team
- Strong organizational, client service and cross-functional collaboration skills
- Ability to thrive and multi-task in fast paced, changing environment
- Strong attention to detail
- Exceptional interpersonal skills and professional demeanor.
- Proven ability to maintain confidentiality and discretion in all aspects of work
- Honesty, Positivity, Motivation, Respect, Fun, Trust and Teamwork

Our culture places great emphasis on integrity, teamwork, and quality of life.

If interested in learning more about this great opportunity, please submit resume and cover letter. Feel free to include details that allow us to learn about you personally and professionally. Culture fit is very important, and we place great emphasis on you being a valuable addition to the team.