Administrative Assistant

Income tax firm seeks a permanent, part-time (20-30 hrs) assistant for two tax preparers. Individual will manage all aspects of the front office including phones, incoming/outgoing mail, office supplies, recording of income, billing of clients, bank deposits, etc. Have experience with MS Office: Word, Excel, Outlook and QuickBooks. Must have excellent verbal/written communication skills, basic understanding of accounting principles, 10 key by touch, and be capable of multi-tasking. Some income tax knowledge is a plus. Reliable transportation with valid driver's license and insurance is required as errands will be necessary. This position involves client interaction and client privacy. Background check will be completed before hiring. Business is located in Fremont. Email resume to info@derhamlogan.com or fax 510-494-1242.

- Compensation: DOE
- This is a part-time job.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.