

## **Assistant Administrator**

Werner O'Meara is an award winning accounting firm providing outstanding services to our clients for over 20 years. We strive to create a collaborative work atmosphere that allows each employee's strongest skills to flourish while continuing to grow in both a personal and professional capacity.

We offer competitive wages, generous benefits and a state of the art work environment. This position can be part time or full time. Full time position includes additional benefits, such as – full medical and vision coverage and \$2,000 annual HSA contribution, among others. Our office is conveniently located adjacent to I-5 with ample free parking and less than 2 miles from the Lynnwood Park & Ride.

We are looking for the right person to be our first point of contact with a wonderful and diverse client base. As the first person to greet our clients, a positive disposition as well as excellent customer service and interpersonal skills are a must. The ideal candidate is also able to multi-task and possesses strong communication skills, both written and verbal.

### **Job Responsibilities;**

- Provide direct administrative support to all staff
- Calendar maintenance
- Inventory and ordering of office supplies
- Processing of inbound and outbound mail
- Assembly of tax returns and financial statements
- Systematic filing of electronic information
- Ability to lift 20 lbs.
- Errands and other projects may be assigned as necessary (driver's license required)
- Keep the office and kitchen tidy

Previous experience in a front desk role, as well as proficiency with ProSystems fx Practice, Lacerte, Outlook, and Microsoft Office are a plus. There is some seasonal overtime expected for this role as well as 5 hours on rotating Saturday's from 2/1-4/15.

Please email your resume, salary requirements and a short introduction about yourself (something not on your resume) to [admin@werner CPA.com](mailto:admin@werner CPA.com). We look forward to hearing from you!