

## Part Time Administrative Assistant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$25.00 to \$27.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is seeking Administrative Assistant candidates who are results-oriented, to perform various administrative and office support duties for a company in the Manufacturing industry. 1-2 month long contract role with potential for a permanent hire if it is a great fit.

**Part time position: office is open Monday, Tuesday, and Thursday. You will be required to work between 15-25 hours/week (or until all the work is done) work is in person, but hours are flexible as long as it is completed in person Monday, Tuesday and/or Thursday.**

**Position Summary:** Managing a small business accounting office. The functions include general accounting, bookkeeping, payroll and benefits accounting, accounts receivable and payable, and internal auditing.

### Essential Functions:

1. Preparation of financial statements and all related activity.
2. Ensures the correct and accurate accounting classification of all expenditures and documents.
3. Maintains the company accounts; assigns new account classifications as required.
4. Establishes and implements related methods and procedures.
5. Performs similar job-related duties as assigned

### Requirements

#### Education, Experience and Skills Needed:

1. Accounting degree, related field or experience in accounting
2. Knowledge and proficient in:
  - a. QuickBooks
  - b. MS Excel – proficiency in spreadsheets
  - c. MS Word – proficiency in word processing
3. Strong verbal, written, and interpersonal skills
4. Knowledge of accounting and sales tax filing.
5. Thorough understanding of all accounting functional areas.
6. Work with the ETS CPA in preparation of taxes.

#### Scope of Responsibilities

Position involves such activities as:

- 1.. Financial Reports
2. Accounts Payable/ Accounts Receivable
3. Closing of the books
4. Payroll
5. Insurance – review and ensure they are current.

This position requires an organized, highly motivated professional with strong initiative, good communication skills, familiarity with Quick Books Pro or similar program,

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**This Job Posting will expire in 10 days.**