Part Time Administrative Assistant

Rayburn & Company, LLC a Fort Thomas Certified Public Accounting firm is seeking a part-time administrative assistant who is good with numbers and has excellent customer service skills. The successful candidate will be a motivated, energetic, organized, dependable and detail orientated. Ideal candidate is a college student with a least one income tax course.

Job responsibilities include:
- Meet and greet clients and potential clients
- Scheduling appointments
- Limited data entry
- Prepare some local tax returns

Additional requirements:
- Strong verbal communication skills
- Computer experience a must
- Qualified candidates must submit cover letter and resume.

Compensation is commiserative with experience. The seasonal job begins February 1, 2018 and continues through April 16, 2018. The number of hours are between 10 to 30 hours per week depending on your school schedule.

Please send resume and cover letter to: reception@rayburncpas.com