

Office Administrator

About the job

We are looking for an Office Administrator to join our small accounting firm at L. Lopez, CPA & Associates Inc., where you'll play a crucial role in our accounting practice. Duties include performing clerical tasks, managing reception duties, and overseeing tax return processing and deadline management.

Responsibilities

- Friendly and helpful attitude in greeting clients and handling phone inquiries
- Strong organizational skills required for performing clerical and administrative tasks within our office. This role involves assisting the business owner and staff members with various administrative projects
- Perform general administrative duties including filing, data entry, and managing paper or electronic mail
- Manage calendars and schedule appointments as needed
- Order and maintain office supplies to ensure smooth operations
- Eagerness and aptitude to learn our software systems
- Process and assemble tax returns, engagement letters, and tax organizers. Knowledge of TaxDome and Lacerte is a plus
- Proficient in M365 and Quickbooks (QBO)
- Excellent written and verbal communication skills
- Strong attention to detail and time management abilities
- Perform additional tasks as needed by Manager or Owner

Qualifications

- High school diploma or equivalent required; Associate's degree preferred
- 3+ years of administrative and/or clerical experience required
- Excellent client relations abilities
- Strong written, verbal, communication, and interpersonal skills
- Driven to meet deadlines and deliver high-quality client services
- Excellent organizational abilities essential for overseeing multiple client engagements
- Flexibility to work overtime, when required
- Proficient with M365

Ready to apply?

Here, we embrace opportunity and reward leaders for their expertise, collaborative team building, and creative thinking. At L. Lopez, CPA & Associates Inc., we offer opportunities that can expand your capabilities and become a valued member of our community.

L. Lopez, CPA & Associates Inc. values diversity and is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable law.

L. Lopez, CPA & Associates Inc. adheres to federal and state disability laws and provides reasonable accommodations for applicants and employees with disabilities. Please contact info@llopezcpa.com if you require accommodations during the application process, for essential job functions, or to access other employment benefits and privileges.

In compliance with local and state regulations, some jurisdictions require employers to disclose the pay range for job postings. While the advertised pay range reflects typical compensation for this position, actual pay may vary based on factors such as internal pay equity, individual knowledge, experience, skillset, and geographic location. Candidates are typically hired within the lower to middle range of the pay scale. Additionally, this role may offer an annual discretionary bonus. For comprehensive details on our benefits and total rewards package, please visit our careers page at llopezcpas.com.

Employee Status

Regular