



# Career Opportunity

We're Looking for a  
Qualified Administrative  
Assistant (Part-time)  
to Join Our Team

## Scher Group Offers:

- Competitive Salary
- Creative, Progressive Work Environment
- 401(k) Retirement Plan
- Generous Vacation/Sick Policy
- Ongoing Training
- Flexible Work Schedule

## Searching for an Employee Who Embraces our CLEAR Values:

**Creativity:** Ability to apply our systems to deliver results

**Learning:** Constant desire to learn

**Excellence:** Speed and accuracy on all tasks, organized & professional

**Alliance:** ability to work collaboratively & communicate effectively

**Respect:** We value mutual commitment, time, and equality

## Why Scher Group, PLLC?

We are a reputable accounting and tax firm with decades of experience. We help small business succeed by delivering exceptional tax, accounting, and advisory services, and exceed our clients' expectations with innovative solutions.

We're looking to add an Administrative Assistant to join our team. If you want to contribute to a successful, growing company, please submit your application via this link:

[Link to Application](#)

After the OptimizeHire site opens, please select the Administrative Assistant (Boulder, CO) position from the Job Opening drop-down menu. You must send a 60 second or less video cover letter to:

**hiring@schercpa.com**

Absolutely no phone calls or drop ins! Qualified candidates will be contacted after resume review.

