

Admin/Tax Support – Part-time

Who we are:

We are a tech-savvy, remote-work-friendly, modern firm looking for power performers to enhance our healthy culture. At Albert J. Bartlinski & Associates, LLC, we strive every day to be better by providing clients with proactive support that makes the most significant impact possible on their professional and personal lives.

Are you a power performer? Do you like being a team player while also working independently? Can you communicate on multiple platforms—in-person, via email, video conferencing—simultaneously with clients and coworkers? Then you may just be our new Firm Administrator/Tax Support Specialist. Read on to see if we're a good fit for each other.

What we'll like about you:

- Supports all team members
- Experience with Microsoft Office (specifically Outlook, Word, Excel and PowerPoint)
- Dedicated to excellent client service and providing a rich, frictionless client experience
- Ability to learn and implement new technology
- Good organization skills
- Ability to work independently
- At least one tax season of experience in an office environment, including assistance with tax preparation
- Familiarity with tax documentation used to prepare individual income tax returns

What you'll be doing:

- Supporting management by acting as a strategic assistant.
- Supporting bookkeeping and accounting staff by entering data.
- Assisting in tax processes

What success looks like in this role:

- Providing outstanding customer service and treating individuals with respect
- Meeting deadlines and assisting team members as needed.
- Desire to grow professionally.

What's in it for you:

- Flexible hours
- Opportunity to work remotely
- Career advancement opportunities and training

What's next?

Are you intrigued by this opportunity? Email your resume to al@albartlinski.com. We'll send you an email to set up our first interview if selected for the interview process. If not, we wish you luck in finding your new adventure.
