



Immediate Opening: Administrative Assistant

Our team is growing! If you are a highly motivated, reliable, and detail-oriented team player with exceptional computer and organization skills – then keep reading! We have an exciting opportunity for a **full-time administrative assistant** to join our team! We are looking to fill this role immediately.

The ideal candidate should possess superior computer skills, strong written and verbal communication skills, effective organization, and time management skills, and be able to work under pressure.

The administrative assistant will be responsible for performing a variety of basic and advanced administrative functions, including but not limited to:

- Opening and closing the office,
- greeting and assisting clients,
- answering a multi-line telephone system,
- processing mail,
- filing,
- billing,
- entering and applying deposits,
- processing tax returns and financial statements,
- project tracking, compiling, and creating multiple forms of correspondence,
- and perform other duties as assigned.

Payne Nickles & Company is a highly regarded full-service accounting and business advisory firm that serves businesses and individuals in the greater Norwalk and Sandusky, Ohio, area. Payne Nickles & Company offers a full range of services, including financial reporting, tax and financial planning, estate and succession planning, litigation support, forensic accounting, business valuation, retirement plan consulting, payroll administration, QuickBooks, and consulting.

Why Payne Nickles & Company?

We invest in our team's well-being and success. We offer a great place to work in an attractive environment with competitive wages and benefits. At Payne Nickles & Company, you will not only work with great people who have each other's backs, but you will also experience rewarding career opportunities. Our employees have the satisfaction of knowing that their contributions directly impact the lives of the firm's clients and their businesses.

How to apply?

If you or someone you know is interested, please send your resume and salary requirements to:

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