

FINNEY, NEILL & COMPANY, P.S.

CERTIFIED PUBLIC ACCOUNTANTS

Position title: Operations Assistant

Position type: Part-time flexible

Location: Seattle, WA

Salary range: \$25/hour

Position Summary: The Operations Assistant is responsible for a wide variety of tasks within the firm. Aside from the primary duties of answering phones and delivering messages, they must also keep supply shelves stocked and in order, supporting the accounting staff, and troubleshoot any issues that may arise, all while being the face of the Company for all who walk through the door. The ability to multi-task, learn new skills, and set balanced priorities are essential, as well as an acute attention to detail. Professional Accounting is a deadline driven environment, so the ability to maintain focus and professionalism under pressure is key to success in this position.

Tasks Include:

CLERICAL

- Responsible for setting up new clients in our project management software and creating all necessary paper files.
- Maintain physical & digital file rooms, Active as well as Archive: re-file tax files and bill files on a regular basis and retrieve archived files when requested. Also responsible for yearly archiving of old tax data, to make room for the coming year.
- Prepare bills for mailing and retain copies for our records.
- Prepare client documents for mailing, as well as scheduling FedEx pickups and courier pickups for local delivery.
- Prepare client organizers at the beginning of each year, scan completed organizers when they return, and process the finalized tax return once it has been completed. (No prior tax knowledge is necessary, but an ability to learn new technologies is essential)
- Run credit card charges.

COMMUNICATIONS

- Responsible for being first point of contact for the firm. Must have amiable and professional telephone presence, as well as greeting clients and visitors at the front desk.
- Responsible for routing all incoming calls as well as taking written messages.
- Client confidentiality and discretion will be of utmost importance.

ADMINISTRATIVE

- Responsible for a variety of administrative and support tasks, including entering time for all Partners and Senior Staff (as needed), as well as distributing mail.
- Be point of contact for all supply and product vendors, as well as contacting new vendors when requested.

SUPPLIES & MAINTENANCE

- Keep all necessary supplies stocked: office supplies, toiletries & cleaning products, and all kitchen products and food. Includes ordering & picking up weekly lunch orders.

- Schedule routine maintenance throughout the year: biannual carpet cleaning, window cleaning, and yearly warranty certification for the GAF roof. You may be required to schedule other maintenance tasks as needed.
- Schedule technical maintenance calls for the copy machine and high-traffic printers, as well as being the point of contact for our phone system vendor.
- Take the garbage and recycling bins to the curb as needed.
- Other Operations tasks as needed: coordinating with janitorial contractor, landscaper, etc. and other duties required to maintain the building and grounds.

Various other tasks may be assigned as they arise. Must be able to lift 30 pounds.

Position Benefits:

- 4 weeks PTO
- 100% medical insurance (health, dental, vision) premiums for all full-time employees
- Maternity/paternity policy
- 4% company match to 401(k), with Roth option
- HSA contributions
- Most licensure, association dues, and CPE costs
- Reasonable hours

About us:

Finney, Neill & Co., P.S., has served the Puget Sound region for over 30 years, proudly being a multi-generational firm. We strive to have excellence in our work, and in our regard for each other as people. Our people come from various walks of life, and we celebrate our differences while together providing the best accounting services possible to our clients. Our office is in the Greenwood neighborhood, and we can occasionally be found out in our courtyard enjoying a beverage together on a sunny afternoon.

How to apply:

Send a resume and cover letter to Operations Manager, Julie Kruger (jkruger@finneyneill.com).

We are interested in every qualified candidate who is legally allowed to work in the US; however, at this time we are unable to sponsor work visas.

Finney, Neill & Co., P.S. is an equal opportunity employer, and all qualified applicants will receive consideration for employment as protected by federal, state, or local laws.