



10 East Main Street
Suite 200
Victor NY 14564
(585) 435-6873

Support Staff for Accounting Office Job Opening

We are searching for a motivated Support Staffer who is an excellent multitasker with exceptional communication and time management skills. You should be thorough, accurate, and honest.

Support Staff Responsibilities:

- Providing support to Accounting Office Staff.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Assisting with copying, faxing, assembly of client folder, tracking incoming and outgoing information regarding tax returns.

Support Staff Requirements:

- Work experience in related field.
- Proficiency with Microsoft Excel and Word, and strong typing skills.
- Professional manner and strong ethical code.
- Ability to multitask.
- Commitment to working efficiently and accurately.

Please submit resume along with [Application](#) to info@jdfinancial.com