



POSITION – ADMINISTRATIVE AND ACCOUNTING ASSISTANT

Position Title	Department
Administrative and Accounting Assistant	Administrative
Employment Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Immediately

Description

Coordinates administrative office services, such as coordinating own and clients' general business activities, scheduling appointments, record keeping and other administrative activities for YCCTAX LLC. Interprets operating policies. Exercises independent judgment in the resolution of administrative problems. Also assist in the activities of the general accounting function.

Essential duties and responsibilities

Essential functions include, but are not limited to, the following:

- Perform related clerical tasks such as typing, filing, sorting, and distributing emails, as well as directing all incoming calls and emails to the appropriate parties in a professional and courteous manner.
- Make calls in English to the IRS and various states for tax and administrative matters.
- Prepare shipping labels and coordinate pick-ups and deliveries via FedEx and UPS.
- Coordinate travel arrangements and process company invoices for approval and payment.
- Manage and order office supplies.
- Prepare employee reports and payroll, related federal and state taxes, and deposits (Forms RT-6, Form 940, Form 941); create W-2s for all clients at the end of the year.
- Analyze unit operational practices, including record-keeping systems, form control, office layout, and staffing needs; develop new systems or revise existing procedures.
- Provide support for special projects such as audits, financial analyses, or process improvement initiatives.
- Assist in preparing materials for presentations, meetings, and training sessions.
- Use various software applications, such as spreadsheets, relational databases, statistical packages, and graphic software, to collect, manipulate, and/or format data and reports.
- Supervise basic accounting procedures, including accounts receivable, accounts payable, billing of work hours, general accounting, tax payments, and inventory control.
- Prepare month-end closings, journal entries, maintain the general ledger, manage inventory transfers, and analyze fixed assets and margins; develop supporting schedules for financial statement preparation.
- Review, analyze, and reconcile general ledger accounts and investment transactions, as well as prepare quarterly reports for management.
- Conduct monthly operational analyses.
- Perform other duties as assigned.



Work Schedule:

Flexible schedule, standard 44 hours per week from 8:30 AM to 6:00 PM (EST), Monday to Friday (occasional Saturdays).

Location: Remote

Salary Range: Between USD 700 and USD 900 per month
Payment frequency is bi-weekly (with one pending interim week).

Benefits:

- Annual Vacation
- Public Holidays
- Service Bonus

Minimum Qualifications (knowledge, skills, and abilities)

- Intermediate English level (at a minimum) for effective communication in calls and correspondence.
- QuickBooks Desktop (QBD) and QuickBooks Online (QBO) knowledge is a plus.
- Administrator or Accountant diploma (preferably two years of experience).
- Two years of relevant experience or related coursework.
- Practical knowledge of Microsoft Excel, Word, and Outlook.
- Experience working in teams and the ability to collaborate in dynamic environments.
- Strong interpersonal, oral, and written communication skills, with proficiency in business vocabulary to effectively represent the executive and the company to third parties in both English and Spanish.

Important Note: Candidates selected for interviews should note that 75% of the interview will be conducted in English. Additionally, they will receive tests to assess their technical skills in Excel, QuickBooks, and Microsoft, all in English.