



## **Administrative Assistant (Part-time)**

Wheeler Wolfenden and Dwares, CPAs has an outstanding opportunity for an individual to fill a **part-time Administrative Assistant** position in our suburban Wilmington, Delaware office.

### **As an Administrative Assistant you will primarily be involved with:**

- Proofing and processing client tax returns, financial statements, and other reports
- Answering phone calls and greeting clients
- Performing various word processing functions
- Copying and filing documents
- Sending and receiving mail
- Performing other office tasks, as assigned

### **For the Administrative Assistant position we prefer candidates with the following:**

- Detail-oriented, self-motivated person with a “can-do” attitude
- Willingness to take on new and varied tasks as they arise
- Excellent communication and grammatical skills
- Proficient at Microsoft Word, Excel, and PowerPoint
- Reliable transportation for commuting to/from our offices as well as running occasional business-related errands (e.g., client deliveries, taking documents to the bank)
- Prior recent administrative experience at a CPA firm

Hours for this position are anticipated to be 9 am to 3 pm, Monday through Friday. However, additional hours, including Saturdays, may be required during the months of February, March, and April.

### **Why Wheeler Wolfenden and Dwares, CPAs?**

Attracting, developing and retaining the best team members is a top priority for our firm. Wheeler Wolfenden and Dwares, CPAs seeks talented, entrepreneurial-minded individuals who want to grow their careers by helping our clients achieve their goals. We treat you like an individual, just like we treat our clients. Our firm is committed to providing a work environment that fosters your professional growth and personal success.

We believe striving for a healthy work/life balance is essential. You will find our office environment professional, yet relaxed and comfortable. Having a well-rounded team creates a collegial environment where everyone supports each other, so be sure to leave the ego at home.

**Please send cover letter and resume to David M. Wolfenden, CPA, CVA, MS, at [dwolfenden@wwd-cpa.com](mailto:dwolfenden@wwd-cpa.com). No phone calls, please.**