



Full-time Administrative Assistant – Mount Arlington

We currently have an opportunity for an energetic and experienced administrative assistant. We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task is essential in this position.

The ideal candidate for this job is resourceful, a good problem solver and organized. Responsibilities include:

- Word processing
- Collating of tax returns and financial statements
- General office duties.

The candidate must be proficient in Microsoft Word. Skills in Excel must at least be at the basic level, since there will be data entry tasks. Ability to do mail merges and table links to Excel is a plus. Familiarity with processing of tax returns is a plus. Candidates must have attention to detail while working in this often fast-paced office environment and must be comfortable working with numbers.

The basic work week is 37 ½ hours with a one-hour unpaid lunch. Working hours will be 8:30 AM until 5:00 PM or 9:00 AM until 5:30 Monday - Friday. Additional hours will be required as needed during tax season. The job will be based at our Mt. Arlington headquarters in the Mt. Arlington Corporate Center.

Nisivoccia LLP is a multi-faceted regional accounting and consulting firm with offices in Mt. Arlington and Newton, New Jersey. In addition to a traditional tax, accounting, and auditing practice, Nisivoccia LLP has maintained specialties in local and county government, private and public schools and colleges, not-for-profit organizations, financial services, healthcare, and technology.

Submit resume and cover letter to hr@nisivoccia.com.