



### **Part-time Administrative Assistant – Andover Township**

We currently have an opportunity for an energetic administrative assistant. You will function as our afternoon receptionist and perform basic bookkeeping and office work, as well as interact with clients. We seek someone who is pleasant, courteous, adaptable, willing and able to learn, has good communication skills and who has a strong work ethic.

- You must possess the ability to work as a team with the morning assistant to provide seamless service to our clientele and staff.
- Your basic understanding of QuickBooks Pro and Online and Microsoft Word and Excel is required, proficiency is a plus.
- You must have attention to detail and accuracy, must be comfortable working with numbers and be able to work independently.
- Familiarity with processing of tax returns is a plus.

The work week is 12:45 PM until 4:45 PM Monday through Friday. Additional time may occasionally be required depending on client needs. The job will be based in our Andover Township office located at 11 Lawrence Road. Please forward your resume and cover letter to [hr@nisivoccia.com](mailto:hr@nisivoccia.com).

Nisivoccia LLP is a multi-faceted, regional accounting and consulting firm founded in 1970, with offices in Mt. Arlington and Andover Township, New Jersey. In addition to the tax, accounting and auditing practice, Nisivoccia LLP has specialties in healthcare providers, real estate, non-profit, construction, manufacturing and many other industries.