

OFFICE ASSISTANT

Full Time. Male or female. English-Spanish speaking and reading a MUST. Responsible; friendly; organized; team player. MUST work Saturdays during Tax Season only. General office duties and computer/data entry. Quickbooks, Drake, Income Tax and Bookkeeping knowledge helpful. You must have an eye for detail work, numerical and records tasks and a customer service friendly-personality. Will train the right candidate; this job requires to work in close proximity to staff or clients less than 6 ft apart; this is a covid-19 safe environment.

Email resume to
isabel@guardianibs.com
or fax 479-717-2668