



Full-Time Administrative Assistant (Temporary)

Cambridge Financial Services has an opening for a full-time administrative assistant (term) for the upcoming tax season. Since opening its doors in 1987 Cambridge Financial Services has continued to grow and we are now Halifax's largest full-service bookkeeping, accounting, and tax preparation firm.

The administrative assistant is a key member of the personal tax department and is responsible for interacting with clients for various things such as scheduling of appointments, following up on missing information, etc. The role is also a key interface with tax preparers and ensuring consistent and accurate handling of client files.

Key Responsibilities:

- Perform data entry
- Filing tax returns
- Schedule appointments
- Calling clients
- Preparing bank deposits

Qualifications:

- Time management skills and ability to prioritize work
- Strong attention to detail
- Good interpersonal and communication skills (both oral and written)
- Dependable and trustworthy
- Organized and meticulous
- Motivated and takes initiative
- Ability to work independently
- Experience with Microsoft Office
- Experience with tax preparation software is an asset
- Related experience in a tax preparation office is an asset

This is a temporary position for approximately five (5) months. Salary will be commensurate with qualifications and experience.

How to Apply:

Please provide resume and cover letter to:

dan@cambridgefinancial.ca