

Administrative Assistant

Special Knowledge/Skills:

- Ability to use computer and software to develop spreadsheets and do work processing.
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance.
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines.
- Ability to multi-task efficiently.
- Effective organizational, communication, and interpersonal skills- **Must be highly professional and maintain confidentiality.**

Experience: Accounting experience preferred, but not required.