

Anderson·Hager·Moe

CERTIFIED PUBLIC ACCOUNTANTS

Anderson, Hager & Moe S.C. is currently accepting positions for a full-time Administrative Assistant/Support Staff in our Hayward office. We pride ourselves on offering a healthy work-life balance and a fun office culture! Join our team today!

Duties & Responsibilities:

- Provide exceptional customer service both over the phone and in-person
- Accounts receivable and billing support
- Use of Microsoft Word, Excel, Outlook, Adobe and other internal computer programs
- File management, including lifting up to 10 lbs.
- Paper and other supply inventory control
- Support our staff by performing various other tasks and duties

Perks & Benefits:

- Paid holidays and sick leave
- Health insurance
- 401(K) retirement plan, including company match
- Family oriented environment
- Office closed on Fridays between Memorial Day and Labor Day, then ½ day Fridays through Thanksgiving

Skills Required:

- Ability to multi-task in fast paced environment
- Detail oriented
- Good organizational skills
- Strong personal computer skills including Word, Excel, Outlook and Adobe
- Strong teamwork and interpersonal skills

Please submit your completed resume to info@ahmcpa.com or:

Attn: Office Manager
PO Box 986
Hayward, WI 54843