



1903 Central Drive Suite 103
Bedford, Texas 76021 Office
Phone: 817-587-9939
WWW.MICONTAX.COM

Bilingual Office Assistant

Job details

Compensation:

\$15 - \$20 an hour

Job Type

Part-Time/ Full-time

Shift & Schedule

5 - 8 hour shift

Monday to Friday/ Saturday

Qualifications

- High school or equivalent (Required)
- Spanish (Required)
- Work authorization (Required)
- Office: 1 year (Preferred)
- Excellent verbal and written communication skills
- Well-groomed appearance and good personal hygiene
- Must be able to pass a background check and drug screening

Full Job Description

Bilingual Office Assistant

Overview:

This position is responsible for requesting, collecting, and entering information from our clients. The Office Assistant will also be responsible for answering and resolving basic client questions.

This position is ideal for candidates who are interested in learning about bookkeeping/accounting services, and who are interested in interacting with clients and co-workers in a team-oriented setting.

Duties & Responsibilities

Office Assistant will work as the primary point of contact with clients to request information needed for our accounting services. This position will also be responsible for updating information received in our internal software. In addition, assistant will track information received and provide updates on all client progress to fellow team members on a daily basis.

A successful candidate for this position will be able to manage and prioritize their assignments independently in order to perform their duties in a timely manner.

Duties include processing and scanning information received, organizing and filing digital and paper files and performing basic data entry into our internal accounting systems under the supervision of staff



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accountants. Assistant will also be responsible for answering phones and attending to in-office clients in both English and Spanish.

When needed, assistant will assist fellow team members with service-related and administrative office tasks.

Training will be provided for all job tasks and duties.

Required Skills and Qualifications:

- Ability to clearly communicate in English and Spanish (oral and written)
- Minimum typing speed of 40 WPM
- Ability to use various computer applications
- Ability to prioritize tasks and work on multiple assignments.
- Ability to work both independently and in a team environment with professionals of all levels.
- Must be very detail oriented, organized, and be able to manage a heavy workload.

Benefits:

- Paid overtime
- Paid training
- Employee discount
- Complimentary refreshments daily
- Professional development assistance
- Performance Bonus*
- Regular Raises
- Advancement Opportunity
- Engaging Work Environment
- Business Casual Dress Code
- Jeans Fridays

Education:

- High school or equivalent (Required)
- Some College (Preferred)

Experience:

- Microsoft Office: 1 year (Required)
- Customer Service: 2 years (Preferred)
- Bilingual (English/Spanish) communication skills (written & spoken) (Required)

Language:

- Bilingual English/ Spanish (Required)

Work Location: One location

Work Remotely: No



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PHYSICAL REQUIREMENTS:

This job operates in a professional office environment. While performing the duties of this job, the employee will be largely sedentary and will be required to sit/stand for extended periods while using a computer and telephone headset. The employee will be regularly required to operate a computer and other office equipment, including a phone, copier, and printer. The employee may occasionally be required to move about the office to accomplish tasks; reach in any direction; raise or lower objects, move objects from place to place, hold onto objects, and move or exert force up to forty (40) pounds.

We believe that hard work should pay off, so we make sure that our compensation and total rewards are competitive. Standard starting compensation is commensurate with experience. Regular reviews and raises are awarded based on tenure and performance, so our employees make more each year.

DIVERSITY AND EQUALITY:

At Micon Tax Services, we embrace differences and believe diversity is a benefit to our employees, our company, our customers, and our community. All aspects of employment at Micon Tax Services are based solely on a person's merit and qualifications. Micon Tax Services maintains a work environment free from discrimination, one where employees are treated with dignity and respect. All employees share the responsibility for fulfilling Micon Tax Service's commitment to a diverse and equal opportunity work environment.

Micon Tax Services does not discriminate against any employee or applicant on the basis of age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances. Micon Tax Services will consider, for employment, qualified applicants with criminal histories in a manner consistent with local and federal requirements.

Micon Tax Services will not tolerate discrimination or harassment based on any of these characteristics. We adhere to these principles in all aspects of employment, including recruitment, hiring, training, compensation, promotion, benefits, social and recreational programs, and discipline. In addition, it is the policy of Micon Tax Services to provide reasonable accommodation to qualified employees who have protected disabilities to the extent required by applicable laws, regulations, and ordinances where an employee works.

REASONABLE ACCOMMODATION:

Consistent with the Americans with Disabilities Act (ADA) it is the policy of Micon Tax Services and affiliates to provide reasonable accommodation when requested by a qualified applicant or employee with a disability unless such accommodation would cause undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment. If reasonable accommodation is needed, please contact Constance Longo, Human Resource Manager.

COVID-19 Considerations:

We follow CDC guidelines with regard to COVID-19.



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As an employer, Micon Tax Services cares about its staff and clients, we have taken steps to ensure that we remain operational while taking every precaution possible to prevent the spread of COVID-19 and keep our employees safe.

Measures include social distancing as needed, frequent deep cleaning and disinfecting of workstations and shared areas. Hand sanitizers are readily available. We offer masks to those who want them. Currently, masks are optional, but we do require anyone coughing to wear a mask in our facility for the wellbeing of everyone.

ABOUT Micon Tax Services:

Micon Tax Services helps customers take on their personal income and business tax challenges differently, creating industry-leading solutions that deliver exceptional experiences and drive optimal service. Micon Tax Services assists individuals and businesses with tax planning, provides tax preparation services, business financial reporting and consulting services, payroll services, bookkeeping and tax audit representation services.

We serve clients and businesses throughout the Metroplex and around the country. We are known to most of our local community for providing our services both in English & Spanish.

DISCLAIMER:

The purpose of the above job description is to provide potential candidates with a general overview of the role. It is not an all-inclusive list of the duties, responsibilities, skills, and qualifications required for the job. You may be asked by your supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. This job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.