



JOB OPPORTUNITY: Client Relationship Assistant

WZ Accountants is a rapidly-growing CPA firm that tackles a variety of different engagements, including tax (income, sales, payroll, etc.) preparation, projections, bookkeeping, and the preparation of financial statements. We strive to truly know our clients, their businesses, and their families, so we can anticipate what they need for success. We believe that building strong client relationships with effective communication is one of the first steps to success in the public accounting industry. Our firm is committed to providing our staff with opportunities to excel professionally. We believe in the importance of a welcoming work culture and quality work-life integration to support our staff as we grow together.

Compensation Package, Schedule, and Location

- Compensation: Hourly pay starting at \$20.00/hour (final rate depends on prior experience and skillset)
- Semi-annual bonus opportunities
- Retirement plan with matching employer contributions
- Paid time off accrues with every hour worked
- Paid holidays
- Monday – Thursday from 9:00 am – 2 pm (final schedule relatively negotiable within 20 hours per week)
- Professional office in uptown Kingston

Contributions and Responsibilities

- Recognize and proactively support the fact that the firm is in the business of providing quality client service and supporting the Client Relationship Specialist
- Develop effective client relationships through professionalism and follow-through
- Save digitally-submitted documents and scan hard copies into client files
- Schedule client appointments
- Route phone calls, voicemails, and messages to appropriate firm personnel for quick responses
- Prepare various consent and authorization forms as needed
- Other duties and projects as assigned

Benefits of Joining Our Team

- Strong growth opportunities
- Strong emphasis on quality work-life integration
- Business-casual work environment

Experience & Requirements

- Have passion to provide superior customer satisfaction
- Exceptional verbal and written communication skills, excellent interpersonal skills, attention to detail, problem-solving skills, and strong organization skills
- Dependable and proactive self-starter with the ability to handle and manage multiple priorities
- Willingness to work under close supervision and accept constructive feedback, making adjustments as directed
- Ability to work collaboratively and foster a productive, team-oriented environment with both colleagues and clients
- Strong computer skills and ability to quickly learn new software
- Maintain and promote ethical and firm values in conducting internal and external business activities

To apply, submit your resume via email to jobs@wzaccountants.com.