



**MOORE STEPHENS TILLER LLC**  
CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

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## **Administrative and Para-Professional Positions**

At Moore Stephens Tiller, we recognize that to provide quality service and to build our business requires a savvy support team. Our administrative team and Para-Professionals are comprised of talented, dedicated, and motivated employees striving to provide the highest quality of support to the MST team.

Moore Stephens Tiller offers a variety of opportunities in the administrative area, such as:

- Administrative Assistant in general, audit or tax areas, and marketing
- Receptionist
- Small Business Advisor (Bookkeeper)
- Technology Support

### **QUALIFICATIONS AND REQUIREMENTS FOR:**

Administrative Assistant/Word Processor – Will be responsible for supporting either Tax, Audit (or Both) Departments by performing word/spreadsheet processing financial statement assembly, tax return assembly, tax return extension, general office support, and other duties.

- Minimum 1 year experience in an administrative role, required
- Experience in a professional service firm, preferred
- Superior proofing skills and attention to detail & accuracy
- Advanced skills with Microsoft Office (Word & Excel)
- Must be able to work in the United States

Administrative Assistant – Will be responsible for supporting Audit, Tax, or Both Departments by performing general office duties including tax return or financial report assembly, mail and banking responsibilities, and other administration duties.

- Experience in a professional service firm, preferred
- Must be able to work in the United States
- Be a team-player

Receptionist – Will be responsible for greeting clients and visitors, handling switchboard, and maintaining professional lobby appearance.

- Minimum 1 year experience in an receptionist role, required
- Experience in a professional service firm, preferred
- Professional appearance and manner, required
- Ability to memorize names and demonstrate social skills
- Must be able to work in the United States

**CURRENT ADMINISTRATION OPENINGS:**

**ATLANTA**  
Receptionist  
Technology Support

**BRUNSWICK**

**GWINNETT**

**ST. SIMONS ISLAND**

Our compensation is competitive and is based on qualifications and experience. In addition to a truly pleasant work environment, we provide comprehensive benefit packages and continuous training.

Send resume via email to [careers@mstiller.com](mailto:careers@mstiller.com) with **JOB POSITION** and **OFFICE LOCATION** on the subject line.

Moore Stephens is an Equal Opportunity Employer.  
The Firm's management has the right to revise this job description at any time and is not intended as a contract for employment.