

E. MARTIN DAVIDOFF & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS, LLC

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Part-Time Billing Assistant

Please follow instructions carefully on how to apply for position.

Overview of Our Organization

E. Martin Davidoff & Associates is a Certified Public Accounting firm providing expert services in individual and business taxation, income tax research and planning, business start-ups and business consulting. E. Martin Davidoff, Attorney At Law, is a law firm providing expert services in IRS problem resolution. The combined business of the related firms, both established in 1981, is growing rapidly as a result of our reputation. Robbin Weiner, CPA is a partner with Mr. Davidoff in the CPA firm. Currently, the firms employ twenty individuals at our office in Dayton, New Jersey, including one CPA/Tax Attorney, two Tax Attorneys, four CPAs, an Enrolled Agent, and five paralegals. See our websites below for further information:

www.njtaxattorneycpa.com www.taxattorneycpa.com www.lienbusters.com

Our Work Environment

We operate at a high level of expertise, where each person is a highly skilled, motivated member of the team. Each one of us has a role in helping the businesses grow and prosper. We work hard for our clients and we are proud of our individual and team accomplishments. We also provide work-life flexibility so that each team member can meet his or her personal needs and responsibilities. We have established a set of Core Values which reflects how we treat each other as well as our clients.

Our Core Values can be found at www.taxattorneycpa.com/pdf/CoreValuesColor.pdf.

Your (Our) Approach

We work like no other firm for which you have ever worked. We are precise and thorough. There is an urgency in our attitudes and desire to serve our clients. You must adopt that precision, thoroughness and urgency to succeed here. It is essential that you are a team player and dependable. Clear communication and awareness of changing dynamics will be critical skills. The ability to be sensitive to client needs is also very important.

As intense and busy as it can be, we also enjoy the friendships we have made in the office, and appreciate the accomplishments of the entire team as well as individual successes.

You MUST be smart and quick on your feet! The ideal candidate will possess excellent computer and organizational skills.

Job Description

You will be assisting our Director of Finance with all daily accounts receivable duties. A good deal of our billing is now paperless, so you must be proficient in Adobe Acrobat and understand the concept of scanning. **Attention to detail in this position is vital.** You will be trained to use our billing software in order to generate reports.

Your job responsibilities will include, but are not limited to, processing all our daily deposits, ensuring that all billing files are up to date, maintaining Excel spreadsheets that are used to track various billing components, and all other billing duties or projects that may be assigned to you.

You will report directly to our Director of Finance. This position requires that you have the ability to work independently, if necessary. It is important that you be proactive, and willing to take on new responsibilities.

Skills Required:

The following skills are required:

- Word Processing proficiency
- Advanced Excel Skills (i.e. formulas - also the ability to set up pivot tables would be a huge plus!)
- Ability to prioritize and meet deadlines
- Excellent organizational skills

Salary Range

Salary will be commensurate with skills and experience. This is a part-time position and no other benefits are offered at this time.

Hours

Hours are flexible. Ideally, you will work between 12 -15 hours per week. This can be split up between three, four or five days as long as those hours fall within the our normal business day and are approved by the Director of Finance.

Dress Code

Business Attire

Applying for the Position

If you are interested in this position, please send a letter of introduction, your resume and your salary history to bonni@taxattorneycpa.com. Your letter of introduction should explain why you would like to work here and the value that you would bring to our team