

Clyde, FERRARO & Co., LLP, a public accounting firm, has an **Administrative Assistant** position available for a resourceful individual with the following requirements:

- Advanced proficiency in Excel and Word
- Detail oriented
- Strong organizational skills with the ability to multi-task
- Office experience with strong intrapersonal and client relation skills

Job Type:

- Full-time

Benefits:

- 401(k)
- Health insurance
- Paid time off

Schedule:

- 8 am – 5 pm (1 hour lunch break)
- Monday to Friday

Work Location:

- In person

Interested applicants can send cover letter and resume to:

Clyde, FERRARO & Co., LLP

Attention: Bridget Bingham

75 Larsen Drive

DuBois, PA 15801

814-371-2141

bbingham@cfc-cpa.com