

YUXIN YANG CPA

136-33 37TH AVE, SUITE 8D
FLUSHING, NY 11355

Job Title: Accountant Assistants with bilingual (English and Mandarin) skills

Location: Flushing

Type: Part-Time/Full-Time

Salary: \$18-22 per hour (Negotiable based on experience)

Job Description:

We are an established accounting firm located in Flushing, seeking motivated individuals to join our team. The ideal candidates are conscientious and have a strong sense of responsibility with basic knowledge in payroll, bookkeeping and administrative tasks. Comprehensive training will be provided to successful candidates with no prior experience. This position offers a competitive salary based on your experience.

Key Responsibilities:

1. Payroll: Have basic knowledge and skills related to managing the financial aspects of employee compensation within an organization.
2. Bookkeeping: Assist with basic bookkeeping tasks, including data entry, account reconciliation, and maintaining financial records.
3. Filing: Organize and maintain physical and digital files to ensure easy retrieval of documents.

How to Apply:

If you meet the qualifications and are interested in this opportunity, please submit your resume to steveyangcpa@gmail.com.

We appreciate all applicants' interest, but only those selected for an interview will be contacted.