

Who We Are

We are **FOCUSED ON YOU** ... we are a firm that embraces innovation and technology...while striving to maintain balance between professional and work-life balance. We recognize people as our most valuable asset and we have strong Firm Core Values. Established in 1929, LSL CPAs, is a "top" regional accounting firm in Orange County, providing assurance, taxation, and consulting services. Our experienced team of professionals are passionately committed to providing high-quality service that is professional, efficient and personal.

As the Operations Assistant, you are a vital part of the Operations Team. *The ideal candidate for this job is resourceful, a good problem solver, high attention to detail, organized, and assuring a steady completion of workload in a timely manner is key to success in this position.*

Typical Day in the Life of an Operations Assistant:

Might include the following:

- Assemble and package client tax returns and financial statements paying close attention to specific assembly requirements
- Ability to multi-task and be able to prioritize tasks
- Team player with the ability to meet deadlines
- Punctuality and attendance are highly critical for success in this position
- Word processing, filing, faxing, copying, and binding
- High energy and motivation level
- Ability to work overtime and extended hours (including Saturday) during busy periods.
- Scan and save documents as needed prior to destruction
- Other duties as assigned

Who You Are (Your Qualifications)

- High School Diploma required Bachelor's Degree preferred
- 2 Years Administrative experience with a CPA firm preferred
- Typing 60 WPM
- Strong technical and computer skills - Advance User in Word, Intermediate user in Excel, Adobe
- CCH Access Experience a plus

- Excellent written and verbal communication skills
- Detail-oriented with a pro-active work ethic; excited to embrace new technologies as they arise; must be comfortable working in a fast-paced environment
- Assume responsibility for maintenance of office equipment, including computers, copy machines, and fax machines
- Superior organization skills and dedication to completing projects in a timely manner
- Experience working in a paperless environment
- Maintain professional presence and customer confidence by keeping firm information confidential

Work Authorization:

Must be authorized to work in the United States permanently without the requirement of sponsorship at any point in the future.

What To Expect Next

We'll be in touch! If you look like the right fit for our position, one of our recruiters will be reaching out to schedule a phone interview with you to learn more about your career interests and goals. In the meantime, we encourage you to visit us at www.lslcpas.com, on Facebook, Instagram, LinkedIn.

What's in it for you?

LSL CPAs offers a competitive salary and benefits package as well as a team-oriented work environment. For more information about our company, please visit us at www.lslcpas.com

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