

Temporary Administrative Assistant CPA List

Description

Seeking experienced temporary administrative assistants to assist in creating the Forbes Lists, Accounting. Requirements: Skilled in working with spreadsheets as well as database management experience Research experience Readiness to work quickly on multiple projects with multiple stakeholders Commitment to detail and deadlines with high-level time management and organizational skills Ability to handle outreach to nominated CPAs The ideal candidate: Familiarity with analytics and research methods, formulas, survey design, and statistical analysis Project management experience Engaging interpersonal communication skills Commitment to detail and deadlines Knowledge and experience in the accounting field a + Bachelor's degree required Journalism experience a + The hourly rate for this role is \$30.00 – \$30.00. Forbes has estimated the compensation range set forth above in good faith. The compensation range is what we believe we will offer, and ultimately pay, a successful candidate. In determining this range, we consider the experience, level of education (if applicable to the role), knowledge, skills, and abilities required to be had by a successful candidate as well as the budget and the company's pay rates, generally. This said, we may have to make changes to our compensation estimates and job descriptions from time to time and we expressly reserve the right to do so. Should we make any such changes, this advertisement will be revised to reflect such revisions. We encourage you to occasionally re-visit this advertisement to ensure that you are abreast of any changes. Thank you for your interest in joining Forbes! #LI-PM1 #LI-Remote Please mention the word ****STANDOUT**** and tag RMzQuMTQ1LjlyMC41NQ== when applying to show you read the job post completely (#RMzQuMTQ1LjlyMC41NQ==). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Contacts

Job listing via RemoteOK.com

Hiring organization

Forbes

Job Location

Jersey City, New Jersey, United States

Base Salary

\$ 50000 - \$ 75000

Date posted

June 11, 2024

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