

Amazing Administrative Specialist Needed

The Washington Society of CPAs (WSCPAs) is seeking a strong task management, detail-oriented, administrative and customer service professional that can think on their feet and is ready to learn and grow and take their career to the next level!

The Education and Membership Administrator position is a key part of the Member Services Department, providing excellent customer service to WSCPAs members and team members.

We're looking for an individual to:

- Provide administrative assistance to the Education and Membership teams
- Oversee and monitor activity on our online community forum
- Be a key contact and support for our Chapters, Committee and Resource Groups
- Work with our database and ensure accuracy of member records
- Provide great customer service presence on our phone and chat platform

Qualifications:

- High school graduate or equivalency.
- One to three years' experience in an administrative and/or customer service role
- College coursework in liberal arts, office applications or related field a plus
- Association or not-for-profit experience a plus.
- Strong customer service skills
- Strong attention to detail
- Excellent written and verbal communication skills
- Strong organizational skills, ability to handle multiple tasks and priorities
- Team player with ability to build relationships
- Strong proficiency in Microsoft Office and ability to learn new technology platforms
- Initiative-taker and able to work independently.

We know you have a lot of opportunities. So why work for us?

WSCPAs is a professional membership association, serving CPAs throughout Washington since 1904. We offer a hard-to-beat benefit package which includes a 37.5-hour work week, flexible scheduling, telecommuting and free parking. Employees are covered by medical, dental, vision, flexible spending account, long term disability, basic life insurance and an EAP (Employee Assistance Program). Employees can enroll in our organization's 401(k) plan and our discretionary profit-sharing plan subject to eligibility and vesting. Employees also receive 18 days of PTO (Paid Time Off) annually, and 11 paid holidays throughout the year. We are currently working hybrid; this position requires the ability to come into the office frequently.

Our culture

We are working actively to build a great culture and a diverse team that includes individuals with different cultural backgrounds, genders, ages, sexual orientations, physical abilities and

underrepresented groups. We know that it will take a continuous effort over time. We welcome all candidates with a desire to work in and help create an inclusive culture.

How to apply

View the full job description and apply at <https://www.wscpa.org/careers>.

To apply, submit a cover letter and resume in Microsoft Word or PDF format. All resumes and cover letters are read by a real, live person. It is our way as a small company to get to know why you want to be part of our team. **Include “Education and Membership Administrator” in the subject line. *Please note: a resume and a cover letter are required to move forward through the hiring process.***

Washington Society of CPAs is an Equal Opportunity Employer. This full-time, 37.5 hours per week position is an FLSA (Fair Labor Standards Act) Non-Exempt hourly position. The starting wage rate is \$24.50-26.50 per hour DOE. The wage range is \$22.61-\$31.65 per hour. *Only local candidates will be considered.*