



YOUR FINANCIAL LANGUAGE, TRANSLATED.

CPAS & BUSINESS ADVISORS

Administrative Services Lead

emc CPAs LLC (emc) is actively seeking an Administrative Services Lead who embodies a dedication to teamwork, exceptional client service, and personal development. This pivotal role offers a supervisory position with ample opportunities for professional growth and advancement within our firm. The ideal candidate will assume responsibility for overseeing our administrative support operations, showcasing a mastery of organizational skills and process refinement. We seek an individual driven to optimize, standardize, and enhance workflows, demonstrating a keen commitment to efficiency and excellence.

JOB DETAILS:

Salary – Based on Experience

Job Type – Full Time

We offer an attractive base salary, a flexible work environment, and comprehensive benefits program with great opportunities for personal growth and advancement.

EDUCATION:

- Associate degree or equivalent experience (see “EXPERIENCE” below)

TECHNICAL SKILLS:

- Advanced Microsoft Office skills (specifically Microsoft Word, Excel and Outlook)
- Advanced organizational skills and attention to detail
- Strong time-management abilities
- Ability to multitask efficiently
- Strong communication skills (both verbal and written)

About Us

Since opening our doors in 2019, embodying entrepreneurial spirit and drive has been the force behind the early success of **emc**. The team at **emc** recognizes that no two businesses are the same. We believe in delivering a customized approach to each client to help them succeed both operationally and financially. We serve each client with a level of energy and enthusiasm that is unparalleled in the marketplace.

At **emc**, being our clients’ trusted business advisor is at the core of everything we do. We do this by being proactive and intentional about the way we deliver accounting, attest, tax planning and compliance services to our clients. We’ve scaled our business so that we are available to our clients throughout the year. We believe this is critical to helping our clients through business and financial decisions.

EXPERIENCE:

- 4+ years of relevant experience as it relates to administrative responsibilities (see “RESPONSIBILITIES” below)
- 2+ years of relevant experience as it relates to supervising an administrative or office team

RESPONSIBILITIES:

- Train, mentor and provide on the job training and feedback to other team members
- Lead and drive processes and work flow related changes
- Understand and manage tax processes and related work flows
- Understand and manage financial statements processes and related work flows
- Understand and manage various office administration tasks including, but not limited to, supply ordering, calendar/email management, intercompany and client communications, etc.



EQUAL OPPORTUNITY STATEMENT:

emc is an equal employment opportunity employer. Employment decisions at **emc** are based on merit, qualifications, and abilities. It is our policy that **emc** does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.

“We believe to find and retain the best clients, we must find and retain the best employees.”

To apply, email: admin@emccpas.com
or visit our website at: emccpas.com

Inquiries can be sent to:
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