



## Part-time Administrator Job Description

### Mission Statement

Ross & Moncure is a boutique public accounting firm in Old Town Alexandria. With a staff of only fifteen, Ross & Moncure is known throughout the Washington metropolitan area for its specialty in the taxation of multinationals, journalists, and those in the media or intellectual property industries. Ross & Moncure is committed to treating clients as part of a "family" and to making the processes of reporting and paying taxes as painless as possible. Customers should always be treated with respect, and Ross & Moncure employees are expected to go out of their way whenever possible to accommodate clients. This is why they pay top dollar and return year after year.

### Summary

The firm is looking for a local high school or college student willing to help with office upkeep and administration. This job would consist of ten to fifteen hours a week of property management-type work. Our ideal candidate would be a responsible young person available from 3.30PM to 5.30PM each day; though, in the case of a college student, we would be willing to be flexible on timing. On arrival, the candidate would be presented with a list of administrative tasks, and will be expected to carry out these tasks without supervision. Compensation to be negotiated.

### Sample Task List

- Running errands for the CEO or Office Manager;
- Picking up or ordering office supplies;
- Corresponding with vendors or repairmen;
- Watering plants;
- Closing up office.

### Contact Us

Please send a CV and cover letter to [rachel@rossmoncure.com](mailto:rachel@rossmoncure.com), if interested.

You can learn more about us at [www.rossmoncure.com](http://www.rossmoncure.com).