



Job Title: Office Runner/Part-time

Our firm has an immediate opening for an office runner. This position involves multi-tasking various projects, client deliveries, binding reports, stocking and inventory of office supplies, greeting clients and other miscellaneous assignments. This is a great opportunity for a student.

Flexible hours: Tuesday, Thursday and Friday mornings and Wednesday afternoons hours are available.

Accounting students, preferred but any student wanting to work part-time in an office setting is encouraged to apply. We offer exposure to an exciting and fun accounting environment in both audit and tax.

****Hourly wage and mileage reimbursement****