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## **RECRUITMENT POSTINGS**

### **Executive Administrative and Implementation Assistant**

Perry and Associates, CPA's, A.C., a well-established, progressive, and growing public accounting firm is seeking an Executive Administrative and Implementation Assistant in our Marietta, OH office. This position would be accountable for the seamless implementation of initiatives across our organization and providing operational insight during all phases of new initiatives. Additionally, this position will also be responsible for the management of the firm's Managing partner will also be a critical piece of this role's overall duties.

Candidates must have a high school diploma or equivalent, college degree strongly preferred. Two to three years experience of project implementation, change management, or operations, and clerical/admin work experience highly preferred. Possession of strong organization skills and the ability to work independently on assigned tasks as well as to accept direction on given assignments.

We offer excellent and progressive salaries based on experience and credentials, and an attractive benefits package including medical and life insurance, 401k with a match program, time-off and other benefits to our Staff Members. Perry & Associates is a multi-branch Firm with five offices. We offer a wide variety of financial services including tax preparation and planning, audit, business valuation, forensic accounting, financial investigations, litigation support, compilation and review, peer review, quality control and consulting.

If you feel you are interested in joining our team, please send your cover letter and resume to the following email address: [hr@perrycpas.net](mailto:hr@perrycpas.net)

*Perry and Associates, CPA's, A.C. is an Equal Employment Employer*

All employment decisions on employment and promotion are based on merit, qualifications, performance, and business needs. The decisions and criteria governing the employment relationship with all employees are made in a nondiscriminatory manner, without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, physical or mental disability, medical condition, veteran status, or any other factor determined to be unlawful by federal, state, or local statutes.