



BeaconTax.org

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A Division of The Life Financial Group, Inc.

Tax Office Manager

Job Overview

We are a growing tax firm hiring an experienced office manager at our NEW Reading, PA location. The position would work 40 hours per week January through May, with approximately 30 hours monthly during the off-season.

If you are a detail-oriented, independent, productive person with experience managing a staff while also giving extraordinary customer service, then we may have just the opportunity for you! Please submit both your resume and cover letter today!

Requirements

- 2+ years of customer service experience
- Experience in scheduling and staff management
- Proficient in Microsoft Office (2019)
- Strong written and verbal communication skills
- Strong interpersonal skills – team player

Responsibilities

- Manage office staff (responsible for hiring/firing support staff)
- Training new support staff
- Scheduling appointments and meetings
- Giving clients an extraordinary experience when they visit the office
- Interacting with clients over the phone and through email
- Oversee office administration
- Manage correspondence to clients as necessary
- Processing payments for tax and accounting services
- Regular reporting to home office
- Reports directly to Vice President and President.

Pay Scale: \$18 - 23 an hour

How to Apply

Email your resume to Drew@TheLifeGroup.org or visit BeaconTax.org/Apply