

# ADMINISTRATIVE SUPPORT

Our firm has an opening for an administrative support person. Must be detail oriented, reliable, ability to work with others within and outside the firm, possess good communication skills and strong computer skills in MS Word and MS Excel in an increasingly paperless environment. Duties include statistical report typing, tax return assembly, back-up for multi-line phones and various other office duties. Two years office experience is preferred.

Benefits include paid holidays, paid vacation, 401(k), health insurance and a minimum starting wage of \$16 per hour.

Please send your resume with references to:



KING, REINSCH, PROSSER & CO., L.L.P.  
Certified Public Accountants

**522 4th Street, Suite 200**

**Sioux City, IA 51101**

**email: [krpinfo@krpcpa.com](mailto:krpinfo@krpcpa.com)**