



HomeWork Solutions, the nation's leading preparer of household employee payroll and taxes, has the following openings available in their STERLING VA office.

Clerical Support

Position Type Part-Time Employee
Company Name HomeWork Solutions Inc.
Location Potomac Falls, VA
Salary \$8.50 - \$11

Job Description

Clerical support for a friendly, casual office. Recent Grads or Current Students Welcome

HomeWork Solutions, the leader in "Nanny Tax" compliance, is growing. We are staffing a part time clerical support position to provide support to tax processing and payroll staff.

REQUIREMENTS:

Position requires familiarity with Microsoft Windows based computing, strong organizational skills, attention to detail, good oral and written communication and a dedication to outstanding client service is a MUST! Fluent written and spoken English required.

The ideal candidate will be a team player, able to work independently and to shift priorities for the good of the team when needed. **Recent grads and current students are encouraged to apply** - this entry level position offers the right candidate the opportunity to gain broad experience in payroll and payroll tax functions. We work in a beautiful casual office conveniently located in the Countryside Professional Center with sweeping views Dulles Town Center and the Blue Ridge Mountains in the distance. Competitive pay and flexible work hours offered (minimum 15 hours per week). Duties will include mail handling, data base updates, filing, tax return assembly and posting mail.

Employee will be bonded (Employer expense) and must have a clean criminal history.

We are nationally recognized experts in household employment tax matters. HomeWork Solutions, established in 1993, supports clients nationwide. Our clientele employ nannies, housekeepers, companions and home health aides. Our clients juggle demanding careers with their home care responsibilities and outsource their payroll matters to HomeWork Solutions to simplify their lives. For more information on HomeWork Solutions' Nanny Tax services, visit <http://www.4nannytaxes.com>

Applicants please note: We are NOT convenient to public transportation and in most cases a car or reliable transportation will be required.

Interested candidates should email a resume to Phyllis@4nannytaxes.com