

**AFairchild, PC**  
**Office Manager**  
**Job Description**  
**Full Time**

AFairchild PC, a CPA firm, is seeking a full time Office Manager to join our professional team. We offer a challenging and intellectually stimulating career in public accounting.

Position is located in our Carrollton, TX office.

Duties include, but not limited to:

- Admin and office support
- Electronic filing and data entry
- Answering phone calls
- Scheduling client appointments
- Word processing
- Excel workbooks
- Post office and other various errands
- Cleaning office
- Ordering supplies
- Other office duties
- Special projects as needed

Experience & extensive software skills are required as well as strong communication and interpersonal skills. Confidentiality is highly important.

Hours are Monday – Friday from 8:00am – 5:00pm.

Salary is based on experience and discussed during the interview.

*“Thanks be to God, who in Christ always leads us in triumph and through us spreads and makes evident the fragrance of the knowledge of God everywhere.”*

*II Corinthians 2:14*