



Finance and Administrative Assistant

Position:

Finance and Administrative Assistant

Experience:

1-3 years in Finance or Admin role

Location:

Dallas, Texas

Compensation:

\$13+ an hour, dependent on experience

Part-time or Full-time: (24-40 hours)

Full-time benefits:

- PTO and paid holidays
- Auto and cell phone allowances
- 401K with matching
- Health, dental, vision and life insurance
- STD, LTD and AD&D

K Strategies is an award-winning marketing and public relations firm specializing in the construction, transportation and government sector markets. We value strategic thinkers, who work hard and bring results. Our major clients include: the City of Dallas, Dallas Area Rapid Transit, Dallas/Fort Worth International Airport, Southwest Airlines and the Texas Department of Transportation.

Launch your career in finance and business administrative. This is a tremendous opportunity to gain practical expertise and knowledge to contribute to the success a well-run office environment. We are looking for someone who is ready to build on business experience and learn real world solutions to office dynamics.

We need someone to:

- Be our front line for customers as you handle reception, phones and guests
- Manage the office including cleanliness, filing, inventory, and vendors
- Financial data entry in Quickbooks
- Assist with compiling financial reports and documents
- Monitor company voicemail and email
- Provide administrative assistance to leadership team
- Manage office procedures and resolve problems through collaboration with staff, clients, vendors, contacts and resources
- Maintain company's social calendar and manage social functions

You'll be best suited for this position if you have the following skills and attributes:

- High School Diploma
- Some college, current student (we can work around classes)
- Experience with Microsoft Outlook, Word, Excel and PowerPoint
- Experience with Quickbooks (preferred)
- Solid communication skills
- Passion to learn

Ready to apply?

1. Please send your resume and cover letter to careers@kstrategies.com with job code FAA1 in the subject line of the email. In your cover letter, please answer the following question:

- What makes you the perfect person for this position?

2. Download our company employment application from the contact page on our website (www.kstrategies.com) and submit the application to careers@kstrategies.com.