



# JOBS WE HAVE TODAY

10-1-2023

1. **Administrative** – person needed for **TEMPORARY** position for local government office. Monday through Friday 8:00 AM to 4:30 PM. **Canonsburg/North Strabane Twp** area. \$18.00 per hour. Client will interview.

**Responsibilities:**

- Answer phones, greet visitors and help resolve the reason for their visit, and data entry. This position has an emphasis on customer service, Proficient and also requires the ability to perform a wide variety of other administrative tasks

**Qualifications:**

- Proficiency with Word and Excel.
- Prior customer service.
- Ability to deal with the general public.

2. **Receptionist** - For local government offices in need of a proactive organized individual who understands government processes and handling an office front desk. 35 hours per week. \$18.00 per hour through Personnel Staffers. **Bethel Park/Finleyville area**. Monday through Friday 8:00 AM to 4:30 PM. Temp-to-Hire opportunity.

**Responsibilities:**

- Greet all visitors and handle inquiries
- Answer phones, forward calls and take messages
- Work with staff and Board on various projects
- Research information
- Transcribe meeting minutes
- Handle internal and external communications
- General office duties

**Qualifications:**

- Proficiency with Microsoft Office
- QuickBooks knowledge a plus
- Experience with a municipality a plus

3. **Audit Manager – Washington** CPA firm is looking for a manager to handle to local area. No overnight travel. Direct Hire. \$65,000 – 70,000 with Benefit package.

**Responsibilities:**

- Manage and supervise the execution of external audit engagements of various clients in accordance with relevant regulatory and auditing and assurance standards
- Maintain a working knowledge of and research findings regarding accounting literature trends and technical issues relevant to the client's industry
- Oversee engagement management including managing the budget resourcing strategy billing and collections and progress against the plan timeline and milestones
- Set the culture for the team and mentor members in their career development
- Build and manage client relationships and accounts including driving the client experience on engagements

**Qualifications:**

- Minimum of five years of current and/or recent financial statement audit experience within a public accounting firm with demonstrated supervisory experience
- Experience with government auditing a plus
- **Bachelor's degree from an accredited college/university and 2 years accounting experience.**
- **CPA a plus.**
- Applied working knowledge of U.S. Generally Accepted Accounting Principles (GAAP) U.S. Generally Accepted Auditing Standards (GAAS) and Public Company Oversight Board (PCAOB) Auditing Standards
- Adhere to the firm's values and code of conduct

4. **Administrative/Accounting Assistant** - for our client in **Eighty-Four**. Temp-to-Hire. Monday through Friday. 8:30 AM – 5:00 PM. A team of long- term employees and the CFO are in need of a bright energetic candidate to join them in a busy environmental office. Client will interview. Position offers room for growth. \$22.00 per hour with flexibility depending on experience in accounting.

**Responsibilities:**

- General Business functions including Cash Advances and Travel Packets, Expense Reports, Time Allocation by Job, Job Paperwork, Freight, Credit Card Management
- Assist with accounting including AR/AP, Payroll,

- Sales Reports
- Inventory Management

**Qualifications:**

- Word and Excel. They will train on their proprietary accounting software
- Knowledgeable of general accounting principles a plus
- Experience on accounting software
- Able to handle a variety of tasks
- Reliable and Trustworthy
- Have the ability to interact with office and operations co-workers and management team
- ✓ **Once the position turns perm there is a benefit package. (Paid holidays, paid vacation, 401K, disability coverage, life insurance, and health benefits)**
- ✓ **The client may require a background check, motor vehicle check, drug screening, and participation in a random drug screen pool.**

5. **Admissions/ Recruitment** - For our client in **Washington**. Available ASAP. Temp to Hire. The candidate must be dependable and have a flexible schedule for start times. \$20.00 per hour.

**Responsibilities:**

- Travel daily to high schools throughout the school year, within a 30- mile radius of Washington
- Call student leads to schedule appointments for school visits
- Discuss programs with potential students
- Give presentation to prospects
- Will train on proprietary software to assist with documentation

**Qualifications:**

- Word and Excel skills
- Background in marketing
- Excellent communication and presentation skills
- Attention to detail

6. **Data Entry** - for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$16.00 per hour **UP TO** \$17.00 with high volume and actual work experience. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work.
- Collecting data to enter into the system.
- Data Entry of Income Taxes, Real Estate Taxes and Utilities.
- Word and Excel skills preferred.

**Qualifications:**

- Good Math or Accounting skills.
- Must be able to Multi-Task.

**THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.**

7. **Collector for Utility Department** – - for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$16.00 per hour **UP TO** \$18.00 per hour with experience. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Collections, Customer Service, Data Entry.
- You will respond to In-Coming calls from Property Owners.
- Word and Excel skills preferred.
- Download the water company information for billing.

**Qualifications:**

- Utility experience a plus.
- Good Math and computer skills required.
- Must be able to Multi-Task.

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8. **Collector for Delinquent Real Estate** – for our client in **McMurray** in their Real Estate Department. Monday through Friday. 8:00 AM to 4:30 PM. \$16.00 per hour **UP TO** \$18.00 per hour with experience. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Collections, Customer Service, Data Entry.
- You will respond to In-Coming calls from Tax Payers who have received a notice of taxes due
- Word and Excel skills preferred.

**Qualifications:**

- Mortgage, Title Search, or Banking experience a plus.
- Good Math skills required.
- Must be able to Multi-Task.

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9. **Clerk for Tax Certification Department** - for our client in **McMurray**. \$16.00 per hour **UP** TO \$18.00 per hour. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Customer Service.
- You will respond to In-Coming calls requesting tax certifications for closings.
- Word and Excel skills preferred.

**Qualifications:**

- Mortgage, Title Search, or Banking experience a plus.
- Good Math skills required.
- Must be able to Multi-Task.

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10. **File Clerk for Legal Department** - for our client in **McMurray**. \$16.00 per hour. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Preparing files for Paralegal, Data Entry, Pulling/filing documents.

**Qualifications:**

- Good math skills required.
- Be familiar with Word and Excel.
- Must be able to stand and bend for long periods of time.

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11. **Paralegal or Legal Assistant** - for our client in **McMurray**. \$16.00 per hour **UP** TO \$18.00 per hour FOR LEGAL ASSISTANT. \$18.00 per hour **UP** TO \$20.00 per hour FOR PARALEGAL. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Customer Service and Data Entry
- You will respond to In-Coming calls.
- Word and Excel skills preferred.

**Qualifications:**

- Mortgage, Title Search, Foreclosures or Banking experience a plus.
- Good Math skills required.
- Must be able to Multi-Task.
- Paralegal Certification required with minimum one (1) year experience.

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12. **Accounting and Auditing Clerk** — for our client in **McMurray** in their Accounting Clerk Department. Monday through Friday. 8:00 AM to 4:30 PM. \$17.00 per hour **UP** TO \$20.00 per hour with experience. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Collections, Customer Service, Data Entry.
- You will respond to In-Coming calls from Taxpayers who have received a notice of taxes due.
- Word and Excel skills preferred.

**Qualifications:**

- Mortgage, Title Search, or Banking experience a plus.
- Good Math skills required.
- Must be able to Multi-Task.

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13. **Shipping/Receiving Clerk** – for our client located in the **South Hills** (Allegheny/Washington County line). Monday through Friday 8:30 AM to 5:00 PM. Starting rate is \$16.00 per hour. Temp-to-Hire. Once hired permanently by client you will also have Driving and Delivery duties using a Company vehicle. Clean driving record required. Benefits available after permanent offer. As a condition of employment client will do a background check AND a drug screen.

**Responsibilities:**

- Responsible for all shipping, receiving and warehouse duties.
- Receive incoming merchandise into the warehouse and ensures that all supplies received are in acceptable condition.
- Fill orders accurately and as efficiently as possible.
- Restock all supplies and assists in maintaining required inventory levels.
- Use FedEx software to ship packages

**Qualifications:**

- High school diploma or equivalent required.
- Valid Pennsylvania Driver's License preferred.
- Must have excellent time-management skills and organizational skills in order to manage supplies in the warehouse.
- Must have excellent customer service skills and have the ability to communicate positively and effectively.

- Ability to adapt to changing priorities.
- Ability to react to change productively, maintaining a positive attitude and approach in dealing with the varying personalities of customers and office staff.

### **PART-TIME**

1. **Receptionist/General Admin** – for our client in **Southpointe** (Canonsburg). Temporary assignment with anticipated time frame of 6 to 7 weeks. Monday through Friday 8:00 AM to 2:00 PM (30 hours). \$14.50 per hour. Training provided. Available immediately. Client may interview.

#### **Responsibilities:**

- Greet visitors and answer our zoom phone receiving roughly 70-150 calls a day, afternoons being a little less busy and some days it won't be very busy at all
- Work with many different departments within corporate office as well as offices across the United States, but guide is provided with whom and what everyone does to help direct the calls easier and smoother without any long hold times
- General admin work such as organizing invoices and putting them into envelopes and inputting data into a computer
- Receive packages and small deliveries that come through the front main entry and then direct them to the correct people

#### **Qualifications:**

- As the receptionist, you are the face that everyone sees walking through our front main entry. You present them with a friendly smile and help them get to where they need to go or who they need to see
- Basic knowledge of how a phone works and how to transfer calls as well as basic computer skills.

2. **Excel Specialist** – for **Temporary** assignment. Will train on site then you will work remotely from your home. Client is flexible on the remote work schedule as long as the work is done during regular business hours and days. 10:00 AM – 4:00 PM works best for the client. Approximately 15 hours per week. This company buys properties, renovates them, then turns them into rental properties. They have 300+ properties in the Pittsburgh area. \$22.00 per hour. Available immediately. Client will interview.

#### **Responsibilities:**

- Must be proficient with Excel to calculate 2022 depreciation spreadsheets
- Will sort data, copy, paste, and create formulas
- Input data into depreciation journals and to look up accounts in QuickBooks Online

#### **Qualifications:**

- Experience with Pivot Tables is a PLUS.
- 4-year Accounting Degree preferred.
- Since you will be working remotely a laptop is required

**Other highly desirable experience** -- Real Estate, AP, Bank Reconciliations, Amortization schedules, and Journal Entries – but not required.

3. **Front Desk Medical Receptionist** – for our client in a busy surgeons' office in **McMurray** in Waterdam Plaza. Client says they see 40 – 50 patients per day on patient days. \$15.00 - \$20.00 per hour. Possible Temp-to Hire. Client will interview. Position available immediately.

#### **Responsibilities:**

- Checking in and rooming patients, answering phones, collecting co-pays, data entry of new patient information, and clerical to include faxing and photocopying, and scheduling surgeries.
- Work days and hours:
- Monday 8:30 AM – 5:00 PM (patient day)
- Wednesday 7:30 AM – 4:00/4:30 PM
- Thursday 7:30 AM – 12:00/12:30 PM (patient day)

#### **Qualifications:**

- Mature, friendly individual is the best fit for this office. Must be willing to pitch in where needed.
- Medical office experience a plus, but not necessary. Training provided.

4. **Bookkeeper** – Client in **Washington** is looking for someone to reconcile statements and assists with general account maintenance. This work can be performed remotely.

#### **Responsibilities**

- Responsible for end of month bank reconciliations for 6 bank accounts with varying amounts of activity
- Handle occasional journal entries
- Must be available for 3 to 4 days in the September to October time frame to answer any questions on annual audit
- Must be available to stop in from time to time
- Will work with CPA who would be observing the activity

#### **Qualifications:**

- Must have 5 years bookkeeping experience
- Experience with accounting software required

5. **Bindery Specialist** – for commercial printing business located in the **South Hills area**. Monday through Friday schedule. Available immediately. Direct Hire. \$16.00 - \$20.00 per hour. Client will interview. You may be required to agree to background check and drug screen.

#### **Responsibilities:**

- Perform a variety of hand and machine operations to cut, trim, sort, punch, collate, stitch and staple, assemble, fold, and bind printed materials.
- Assist with mailing function and prepare and package jobs for shipment or delivery.
- Maintain equipment – cleaning, lubricating, and operational.
- Quality control projects for accuracy.

**Qualifications:**

- Experience operating commercial bindery equipment (preferred).
- Ability to understand production reports and have the ability to prioritize projects.
- Ability to lift and carry 50 lbs.
- Attention to detail.

6. **Claims Processor** – for our client in **Imperial**. Flexible part-time hours within office hours of Monday through Friday 8:00 AM to 5:00 PM. \$13.00 to \$15.00 per hour with claims experience. Possible Temp-to-Hire. Will be working in proprietary software. Client will train. Position is required to do a lot of note-taking and requires legible handwriting.

**Responsibilities:**

- Enter information into claim forms. Heavy data entry.
- Chart updates to file.
- Communicate with office personnel and clients.
- Maintain logs and handle phone calls.

**Qualifications:**

- Word and Excel skills required.
- Medical background helpful.
- Mature, professional individual with customer service experience.
- Very detail oriented.
- Organized.

7. **Mystery Shopper for Age Group 21 – 25** – to do monthly shopping for stores within various areas in **Pittsburgh and the surrounding areas**. \$19.00 per hour plus mileage. Approximately 4 – 7 hours per route.

**Responsibilities:**

- Each assignment is to be completed in one day to various stores.
- You will conduct mock purchases of tobacco products in convenience and grocery stores. And then record visit results on your smart phone and paper report.

**Qualifications:**

- Client requires shoppers to be between the ages of 21-25 years old.
- Must have reliable transportation.

Acceptance of DIRECT HIRE positions available through Personnel Staffers, Inc. may require signing an agreement with the hiring company outlining the terms and conditions of employment.



**CALL : 724-942-5860**

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