



# JOBS WE HAVE TODAY

7-27-2024

1. **Administrative/HR Assistant** – for our client in **Washington**. This job requires excellent interpersonal skills as you will be communicating with our customers, management, and employees. Great career opportunity with advancement paths! Monday through Friday 8:00 AM to 5:00 PM. Temp-to-Hire. Client will interview. \$18.00 - \$21.00 per hour. Excellent benefit package with permanent offer.

**Responsibilities:**

- Provide administrative support for multiple management positions,
- Answer phone calls and handle as appropriate,
- Greet visitors and follow check-in protocol,
- Work as travel coordinator utilizing travel agency to make arrangements for company travelers,
- Coordinate company events,
- Carries out administrative duties such as creating and maintaining files, copying, scanning, emailing,
- Receives, sorts, and distributes mail,
- Ensures operation of various office equipment such as printers, phone system, postage meter,
- Maintains office supplies by checking inventory and anticipating need,
- Updates corporate calendar in Outlook as necessary,
- Supports team by performing a variety of general, administrative, and computer duties,
- Compile and provide spreadsheets for various project tracking,
- Provide support for HR department including updating HR policies & procedures, coordinating benefit presentations, maintaining employee announcements, and assisting with new employee onboarding.

**Qualifications:**

- High school diploma or equivalent education required,
- Two (2) years of administrative and computer experience,
- High level of knowledge in Microsoft Office Products including Word, Excel, Outlook, PowerPoint, Access,
- Previous experience and skills can be substituted for education,
- Ability to multi-task, prioritize, and manage time effectively,
- Good verbal and written communication skills,
- Organizational skills,
- Problem analysis and problem-solving skills.

2. **Administrative/Sales** – Local company is searching for someone to talk to clients and build relationships throughout the sales process. This position will also have an administrative role including working with employees. Monday through Friday 9:00 AM - 5:00 PM. Direct Hire. \$16.00 to 18.00 per hour with commission.

**Responsibilities:**

- Make appointments, sales calls, and sales presentations,
- Prospecting calls,
- Assist with updating website and sales materials/brochures/pamphlets,
- Attend events and meetings with professional organizations,
- Assisting in developing marketing plans,
- Will train on database,
- Keep client files up to date,
- Assist with recruiting staff and interviewing,
- Answer phones and direct calls, when necessary.

**Qualifications:**

- Proficient in Microsoft Office,
- Knowledge of Word Press and graphic software a plus,
- Sales/marketing experience preferred.

3. **Office Admin/Bookkeeper** – Position for landscaping business in **Greenfield**. Temp-to-Hire. Monday through Friday 9:00 AM to 5:00 PM. \$19.00 per hour through Personnel Staffers.

**Responsibilities:**

- Will answer phone and schedule customer services,
- Prepare accurate invoices,
- Maintain an accurate accounts receivable ledger and reconcile,
- Receive calls and answer any questions in regards to invoices and account balances,
- Deliver bank deposits to the appropriate financial institution in accordance with company policy,
- Will train on billing system,
- Work with payroll company.

**Qualifications:**

- Must be adept on the computer,
- Good math skills a plus,
- 1-2 years office experience minimum,
- Customer service experience desired,
- Associates degree or higher in accounting.

4. **Fiscal Assistant** - for **Washington County** employer. Monday through Friday. 8:30 AM to 4:30 PM with one hour lunch. (35-hour work week). \$20.00 per hour through Personnel Staffers. **Position available immediately**. Client will interview. Temp-to-Hire. You may be required to take the Civil Service Exam before permanent hire. Benefits with permanent offer.
- Responsibilities:**
- Bookkeeping – record, review and process financial records
  - Post data to ledgers, books, and registers
  - Make routine adjustments, prepare daily and monthly summaries to accounts, prepare routine Trial Balances, and maintain expenditure and budgetary controls
  - Maintain tax receivable accounts, analyze forms and audit payroll
- Qualifications:**
- Associates Degree in Accounting or Business Administration OR 2-years' experience performing bookkeeping and clerical accounting work
  - Good Math skills required
  - Word and Excel skills preferred
5. **Office Assistant/Clerical** – for long **established** family-owned local supply company. **Washington**. 8:30 AM to 5:00 PM. Monday through Friday. \$15.00 per hour. Temp-to-Hire. Client is looking for someone who is interested in long-term employment. Client will interview. **Available immediately**. You will work between the office and the retail store. Some benefits with permanent offer.
- Responsibilities:**
- Answer phones and greet walk-in customers
  - Check in inventory to confirm contents
  - File documents
  - Keep track of Inventory and periodic inventory counts
  - Learn the products and equipment
  - Place orders with vendors
  - Take orders by phone, fax, or email
  - Assist and communicate with delivery personnel with customer orders
- Qualifications:**
- Computer skills helpful especially Word and Excel
  - Will train on proprietary software
  - Client is seeking a detail-oriented, efficient and conscientious applicant
  - Multi-tasker who is good on the phones is a good fit for this assignment
  - Reliable, personable, and flexible
6. **Staff Accountant/ Bookkeeper** – in **Eighty-Four**. Monday through Friday. Salary commensurate with experience.
- Responsibilities:**
- Will be working with QuickBooks Pro
  - Enter accounts payable invoices and expense reports, verify proper approval of charges, process payments, and file related documentation
  - Send statements and make bank deposits
  - Other administrative duties as assigned
- Qualifications:**
- Knowledge of accounts payable and basic accounting principles
  - Proficient in Microsoft Office Suite and aptitude to learn financial reporting system
  - Accuracy and attention to detail
  - Good organization skills
  - Must be able to multi task
  - Associates degree in accounting 1-2 years of experience or 3-5 years related experience and high school diploma equivalency
  - Experience with account reconciliations
  - Familiar with GAAP
7. **A/R-Accounting Associate** - to provide financial, clerical, and administrative services to our client in **Washington**. Monday through Friday. 8:00 AM to 5:00 PM. Temp-to-Hire. \$18.00 - \$25.00 per hour. Benefits with permanent offer.
- Responsibilities:**
- Maintain up-to-date billing system
  - Generate and send out invoices
  - Transmit ASN (Advance Shipping Notices) and Electronic Invoices
  - Maintain accounts receivable customer files
  - Perform research and update customer contact information
  - Follow established procedures for processing receipts, cash, etc.
  - Reconcile Merchant Statement
  - Prepare bank deposits
  - Communicate with customers via phone or email
  - Research and resolve payment discrepancies
  - Initiate contact with customers having delinquent accounts, determining reason and arranging for payment
  - Establish open credit accounts, complete W9 forms and new customer profiles
  - Work closely with Customer Service department to resolve internal and external customer issues
  - Complete weekly and monthly reports
  - Assist in answering phones
- Qualifications:**
- Associate degree in accounting or business administration
  - Knowledge of accounts receivable, helpful
  - Proficient in Microsoft Office software
  - Attention to detail and accuracy
  - Experience & knowledge of EDI (computer-to-computer exchange of electronic documents) platform a plus

8. **Preschool Teacher** - in **North Strabane**. Monday through Friday 8:30 AM to 5:30 PM. Salary dependent on experience. Very competitive hourly wage and benefits. Sign on Bonus available. Direct Hire. You will be required to have background checks, drug screens, and fingerprint clearance.
- Responsibilities:**
- General management of the classroom
  - Assist Director with any duties deemed necessary to run your classroom as smooth and as safe as possible
  - Plan and implement daily program activities
  - Maintain a record of ratio in the classroom and follow all policies and procedures
  - Assist with outside activities. (Programs, Staff meetings, Curriculum, Open House)
  - Communicate with coworkers, parents and children
  - Maintain a clean and healthy classroom
  - Follow prepared lesson plans or implement lesson plans.
- Qualifications:**
- Must be able to see, hear, assist and direct each child
  - Keep current required trainings
  - Authentically care for your classroom
  - Degree in teaching education or a related field
  - Must have a minimum of an Associate Degree from an accredited college including 30 credit hours in early childhood education or related field and 2 years' experience
  - The starting salary is negotiable and is determined by the quality of education and the type and amount of experience.
9. **Admin/Customer Service** - for our client in **Greentree**. Company working with workers compensation claims. Monday through Friday 8:30 AM – 5:00 PM. Can be flexible on the schedule. \$20.00 per hour. Temp-to-Hire.
- Responsibilities:**
- Answer phones
  - Schedule appointments
  - Confirm information
  - Maintain document/electronic files and medical records
  - File, scan, and print documentation
- Qualifications**
- Strong customer service skills
  - MUST have experience with workers compensation.
  - Attention to detail and accuracy and must be organized
10. **Sales Assistant** – for client in **Southpointe**. **Direct Hire** opportunity 9:00 AM to 5:00 PM. \$40,000 per year.
- Responsibilities:**
- Assess clients' needs and assist sales person with sending information for suitable products
  - Keep detailed records of all contacts
  - Work with sales team to develop strategies and implement brand strategies to ensure a consistent marketing message
  - Schedule and follow up for appointments for sales team
  - Make 70- 80 businesses calls per day
- Qualifications:**
- Strong customer service / relationship building background
  - Familiarity with databases preferred
  - Knowledge of Office
  - Excellent verbal and written communication skills
  - Excellent teamwork skills
  - Strong organizational and time management skills
11. **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
12. **Data Entry** - for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$17.00 per hour UP TO \$18.00 with high volume and actual work experience. Higher pay rate possible for highly qualified candidates. 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.

13. **Collector for Utility Department** – for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$17.00 per hour UP TO \$18.00 per hour with experience. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire Client will interview.

**Responsibilities:**

- General office work to include: Collections, Customer Service, Data Entry
- Respond to incoming 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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14. **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. \$17.00 per hour UP TO \$18.00 per hour with experience. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Collections, Customer Service, Data Entry
- Respond to incoming 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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15. **Clerk for Tax Certification Department** - for our client in **McMurray**. \$17.00 per hour UP TO \$18.00 per hour. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Customer Service
- Respond to incoming 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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16. **File Clerk for Legal Department** - for our client in **McMurray**. \$17.00 per hour. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- Prepare files for Paralegal
- Enter data into proprietary system
- Pull/file documents
- General office duties

**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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17. **Paralegal or Legal Assistant** - for our client in **McMurray**. \$17.00 per hour UP TO \$18.00 per hour FOR LEGAL ASSISTANT. \$18.00 per hour UP TO \$20.00 per hour FOR PARALEGAL. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Customer Service and Data Entry
- You will respond to incoming 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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18. **Accounting and Auditing Clerk** — for our client in **McMurray** in their Accounting Clerk Department. Monday through Friday. 8:00 AM to 4:30 PM. \$18.00 per hour UP TO \$20.00 per hour with experience. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Collections, Customer Service, Data Entry
- You will respond to Incoming 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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**PART-TIME**

1. **Bookkeeper** – in **McMurray**. Monday through Friday schedule flexible hours 24-32 hours per week. \$19.00-24.00 per hour depending on experience. Temp to Hire with Possibility of Direct Hire.

**Responsibilities:**

- Work with over 200 rental properties, collect payments, and update accounts
- Handle HOA payments and oversee automated payments
- Reconcile 20 bank accounts
- Verify proper approval of charges, process payments, and file related documentation
- Scan documentation and organize files

**Qualifications:**

- Knowledge of accounts payable and basic accounting principles
- Accuracy and attention to detail
- Good organization skills
- Must be able to multi task
- Minimum Associates degree in accounting with 2-5 years related experience
- Knowledge of Rentvine, Cync, and AppFolio

2. **Tax Preparer** – in **Eighty-Four**. Monday through Friday – client flexible on days and hours. \$18.00 – 20.00 per hour.

**Responsibilities:**

- Submit tax forms on behalf of clients to pay appropriate amount(s) and maximize the client's return
- Review client income and expenses, audit account details and work as a liaison between client and IRS
- Inform clients or employers on the tax preparation process
- Collect relevant financial records
- Input data from financial records into tax return software or databases
- Use applicable federal, state and local tax law to determine deductions and how much each client will pay or earn on the return
- Complete and file tax documents with appropriate agencies, i.e. IRS, state and local governments

**Qualifications:**

- Experience with QuickBooks Pro
- In-depth knowledge of applicable tax laws, regulations and deadlines
- Proficiency with common tax preparation, word processing and spreadsheet software applications
- Familiarity with the tax return submission and confirmation process, including how to navigate the IRS and other government entity online platforms
- Excellent customer service skills, including patience and flexibility
- Great organizational skills, including time management
- Proficient in Microsoft Office suite and aptitude to learn financial reporting system
- Accuracy and attention to detail

3. **Payroll Specialist with Human Resources** - highly motivated and detailed oriented individual to assume the role focused on HR functions which include employee relations, company policies, and recruiting/hiring, with opportunities to learn and grow. This individual must be able to effectively communicate, thrive on being challenged by and working closely with their colleagues. A prime candidate will demonstrate the ability to think outside the box and balance a versatile workload. **Washington**. Temp-to-Hire. \$19.00-22.00 per hour. Three days per week 8:30AM – 3:30 PM. Benefits with permanent offer.

**Responsibilities:**

- Research and respond to employee inquiries via numerous avenues of communication
- Lead the on-boarding process for new hires, which includes all documentation, job posts, and orientation
- Arrange all employee files and keep up to date records
- Oversee benefit enrollments for 408 SEP, voluntary life insurance, and various other benefit options
- Ensure compliance with all applicable Federal, State, and Local laws and procedures
- Maintain thorough and accurate data, notes, memos, and other records regarding employees
- Contribute freely where your expertise can add value to the team and organization by suggesting projects, improvements, or new concepts
- Interpret company policies and procedures

**Qualifications:**

- Knowledge of Paychex Payroll platform is favorable
- Proficient in Word, Excel, Google Documents
- Bachelor's degree in related fields preferred, but not required
- Transportation or trucking industry knowledge is a plus

4. **Administrative Assistant** – Project for Financial services company in **Upper St. Clair**. Full time schedule with flexibility. Monday through Friday preferably 4-5 days per week 10:00 AM - 4:00 PM. \$18.00 - \$20.00 per hour. Possible Temp-to-Hire.

**Responsibilities:**

- Assist with transition for changing broker dealers
- Fill out electronic paperwork
- Organize documents and follow up on information
- Work with company administrator and assist with additional administrative duties

**Qualifications:**

- Must be proficient with Word and Excel
- Knowledge of banking a plus

5. **Admin/Clerical Assistant** - For our client in **McMurray**. 24 hours per week. Wednesday through Friday 8:30 AM to 5:00 PM. \$16.00 per hour. Possible Temp-to-Hire.

**Responsibilities:**

- Post payments and communicate with outside vendors to verify invoices
- Post entries and assist in monitoring payables and expenditures
- Will train on a proprietary system
- Enter data into spreadsheets
- General office duties

**Qualifications:**

- Proficiency with Word and Excel
- Some accounting experience highly desirable

6. **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.



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