



JOBS WE HAVE TODAY

12-7-2024

1. **Tax Preparer** – in **Bethel Park**. Monday through Friday – client flexible on days and hours. \$25.00 per hour. Really looking to add the right person to their team for the long haul! 10-week assignment for tax season. Seasonal with potential for a regular yearly position.

Responsibilities:

- Submit tax forms on behalf of clients to pay appropriate amount(s) and maximize the client's return. Experience with brokerage statements, rental properties, and self-employed businesses.
- 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
- Ability to interact with clients via phone, in person and virtual appointments.

Qualifications:

- 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, accuracy and attention to detail
- Proficient in Microsoft Office suite and aptitude to learn financial reporting system as well Zoom for virtual meetings with clients
- Prior experience with H&R Block or other tax preparation companies a plus.

2. **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.

3. **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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4. **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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5. **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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6. **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
- 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. **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
- THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.
8. **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
- THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.
9. **Bookkeeper** – to cover maternity leave for our client in **Washington** who provides regional trucking services in southeastern Pennsylvania, central and southern New Jersey and Delaware. The office space is a Very Casual environment - think construction or industrial space. Monday through Friday. 8:30 AM to 3:30/4:30 PM. **Possible** Temp-to-Hire. Client will interview. Available immediately. Pay will be commensurate with requirements, experience and education, but we expect it to pay \$20.00 - 22.00 per hour through Personnel Staffers.
- Responsibilities:**
- Perform daily financial activities of the company
 - Create and submit invoices
 - Create and enter journal entries
 - Perform most accounts payable and receivable functions
 - Check the accuracy of business transactions
 - Produce and analyze budgets
 - Work on special projects, if requested
- Qualifications:**
- Knowledge of accounting regulations and procedures, experience in accounts payable and receivable, and maintaining financial records effectively.
 - An undergrad degree in accounting or in a related field is preferred
 - Proficient in QuickBooks, Word, and Excel
 - Transportation or trucking industry knowledge is a plus
10. **CAD Designer** – for Engineering company. Monday through Friday. 8:00 AM to 5:00 PM. **South Hills of Pittsburgh**. Direct Hire. Salary range \$45,000 - \$55,000, depending on experience and qualifications. Benefits with permanent offer. Client will interview.

Responsibilities:

- Produce rough sketches using CAD software to prepare detailed 2D/3D drawings
- Create drawing for new parts – primarily 3D
- Perform and validate changes to existing drawings depending on customer specifications
- Update drawings and other documents related to design of products
- Ensure implement changes to drafts/drawings and drawings are compliant with local regulations and engineering rules/principles
- Communicate potential design issues to sales and production department
- Conduct research when required

Qualifications:

- Strong understanding of engineering principles and practices
- Proficient in design software, including CAD tools, and simulation and analysis software
- Problem solving skills and creativity to develop solutions
- Strong communication skills
- Attention to detail
- Willingness to work overtime when required
- Hold a degree in Engineering (mechanical, civil, electrical) or related field

11. **Office Assistant** - Insurance Agency is seeking a highly motivated, qualified professional in **McMurray**. The preferred candidate will have knowledge of insurance (Property & Casualty - commercial lines) and demonstrate a strong customer service focus, organizational skills, be able to multitask, be self-motivated, and possess the ability to work well with others. This individual must also be punctual, reliable, customer focused, team oriented and excellent communication skills needed. Monday through Friday 8:30 AM to 5:00 PM. Temp-to-Hire. UP to \$23 per hour with license. Hourly plus commission if licensed.

Responsibilities:

- Report directly to and support all Insurance Producers
- Quote all commercial line carriers
- Facilitate all day-to-day service requests from our clients; including, but not limited to, billing issues, change requests, etc.
- Screen and submit paperwork to bind coverage with our partnered carriers
- Distribute the quotes and renewal offers to our clients once agents have had a chance to review
- Document all conversations and interactions with customers, carriers and agents in CMS/ client files

Qualifications:

- Exceptional customer service skills and the ability to develop a rapport with clients and related professionals of varied ages and backgrounds
- PA Insurance License with Property and Casualty lines of authority is strongly preferred. If not currently licensed, willingness to obtain PA P&C license in the first year of hire
- Aptitude working with Outlook, Word, Excel, or similar environment
- Excellent written and verbal communication skills to project a positive image to clients and related professionals
- Ability to follow directions, work well under pressure and maintain a fast pace in a multi-task environment

12. **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
- Carry out administrative duties such as creating and maintaining files, copying, scanning, emailing
- Receive, sort, and distribute mail
- Ensure operation of various office equipment such as printers, phone system, postage meter
- Maintain office supplies by checking inventory and anticipating need
- Update corporate calendar in Outlook as necessary
- Support 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:

- 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

13. **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

14. **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

15. **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

16. **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 pf 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

17. **Admin/Customer Service** - for our client in **Greentree**. Company working with workers compensation claims. Monday through Friday 8:30 AM to 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

18. **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

PART-TIME

1. **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

2. **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

3. **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

4. **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

5. **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

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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