

## **Part-Time Accounting & Admin Assistant Position (Near SDSU Campus)**

CID Insurance Programs, Inc. - San Diego, CA

Part time Accounting and Administrative Assistant position. Entry-level, up to 25 hours weekly. Position requires strong attention to detail, excellent communication skills, and ability to handle multiple priorities and meet deadlines. Qualified candidate must be organized, professional, and have the ability to multi-task efficiently on a regular basis.

Job Duties include:

- Accounts Payable
- Accounts Receivable
- State Regulatory Compliance & Tax Reporting
- Miscellaneous Administrative Tasks

Qualifications include:

- Intermediate to advanced knowledge of Microsoft Suite (Word, Excel, and Outlook)
- Previous inter-office experience (a plus but not required)
- Excellent problems solving skills
- High attention to detail
- Ability to work in a team and individual environment

This is an entry-level position. Excellent for college students and individuals looking to pursue a career in Accounting or Business Management.

To apply, or for more information, go here:

<http://www.indeed.com/cmp/CID-Insurance-Programs,-Inc./jobs/Part-Time-Accounting-Admin-Assistant-Position-f6eacea16a89495b>