



**Job Posting: Administrative Assistant**

**Location:** Remote (Available During Pacific Time Zone)

**Position Type:** Full-Time

**Salary:** \$65,000 - \$70,000, commensurate with experience

**Schedule:** Monday to Friday

Are you a proactive problem-solver with a passion for organization, project management, and events? Do you excel in a dynamic environment where you can take on a variety of tasks and make a meaningful impact every day?

BryMar CPA is seeking an **Administrative Assistant** to join our exceptional and supportive team!

At BryMar, we believe in open and honest communication, meeting timelines, and creating a feedback-rich environment where everyone's voice matters. We specialize in non-profit audits and are dedicated to making a difference in our clients' lives. If you're looking for a career that combines professional growth, meaningful work, and a fantastic team culture, this is the role for you!

**Key Responsibilities:**

- Provide top-notch administrative support, including managing correspondence, scheduling meetings, and maintaining organized records.
- Assist with project management tasks, including tracking deadlines, coordinating deliverables, and supporting team members.
- Coordinate events such as client meetings, internal team-building activities, and community outreach programs.
- Serve as a point of contact for team and client inquiries, ensuring timely and accurate responses.
- Support process improvement initiatives to enhance office efficiency and collaboration.

## Preferred Qualifications:

- At least **3+ years of relevant experience** with an accounting firm or professional services environment as an administrative role.
- **Experience with Monday.com** or similar project management tools.
- Exceptional organizational and multitasking skills, with the ability to prioritize effectively.
- Strong communication skills, both written and verbal.
- A proactive mindset and the ability to anticipate needs and offer solutions.

## Why Join BryMar?

### Benefits & Perks:

- **Bonuses:**
  - Annual Bonus based on performance.
  - New Business Bonus.
  - Employee Referral Bonus.
- **Career Development:** Ongoing opportunities to grow and advance.
- **Team Culture:** Join a supportive, collaborative group where your contributions make a real impact.
- **Community Impact:** Be part of a team that works closely with non-profits, enriching our communities and supporting meaningful causes.
- **Flexible Work Environment:** Enjoy a balance of remote work with occasional days in the office.
- **Home Office Setup:** Laptop, monitors, and docking station provided.
- **Quarterly Stipend:** Covers snacks, supplies, cell phone, and internet expenses.
- **Retirement:** 401(k) match to help you plan for the future.
- **Annual Retreat:** Firm-wide get-together every year to connect and celebrate.
- **Gym Membership:** Monthly reimbursement to support your health and wellness.
- **Health Care:** 80% of employee health insurance and 50% for dependents, including dental and vision care.
- **Approved Time Off (ATO):** We encourage all employees to take time off—it's part of our culture.

## BryMar Core Values:

- **Positive Environment:** We value the well-being and growth of our team and clients, fostering empathy, respect, and support.
- **Work Hard, Play Hard:** We prioritize excellence and a healthy work-life balance.
- **Open & Honest:** We encourage transparency, collaboration, and candid communication.
- **Financially Responsible:** We uphold transparency, accountability, and sustainability in financial operations.
- **Meet Timelines:** We are committed to efficient project management and timely delivery.

## How to Apply:

Ready to join our amazing team? Send your resume and a cover letter detailing why you're the perfect fit for this role to our [application form](#). Learn more about us at [BryMar Careers](#).

**Make your mark with BryMar CPA, where your skills and passion will help shape our success—and yours. BryMar CPA, LLP** is an equal-opportunity employer and encourages candidates from all backgrounds to apply.