

## JOB POSTING

Employers: Email Completed Form to [cnd@cei.edu](mailto:cnd@cei.edu)

**Job Title:** Junior Staff Accounting

**Salary:** Estimated at \$1,100 Monthly

**\*Job Closing Date:** April 30, 2023

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**Company Name:** Tax Techs Inc PC

**Contact Person:** Diana Wadsworth

**Address:** 291 N Broadway ST

**City/State:** Blackfoot, ID 83221

**Phone Number:** (208) 785-6272

**Web Address:** [TaxTechsInc.com](http://TaxTechsInc.com)

**Contact email:** [TaxTechsInfo@GMail.com](mailto:TaxTechsInfo@GMail.com)

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### General Responsibilities:

Tax Data Entry, Bookkeeping, Filing, Payroll, Clerical, Customer Service, Records Maintenance, Computer Software Maintenance, Financial Research, Team Meetings, Etc.

### Job Qualifications:

An Interest in Accounting  
Knowledgeable of T Accounts  
Experience with Excel  
Ambition to Learn  
Team Management

### Application Process:

Submit resume via any of the following:

Fax (208) 785-4757

E-Mail: [TaxTechsOrders@Gmail.com](mailto:TaxTechsOrders@Gmail.com)

Mail: PO Box 27, Blackfoot, ID 83221

Present: 291 N Broadway, ID 83221