



**Position:** Operations Support Specialist

**Location:** North Liberty, IA

**Company:** bmp, CPA LLC

**Seasonal:** January 2025 – May 2025

**About Us:** Founded decades ago by Brooke M. Pettengill, CPA, BMP, CPA LLC began with just 24 tax preparation clients. Today, we've grown into a dynamic team of certified professionals known for our proactive and strategic approach to individual and small business tax services. Our unique, forward-thinking methods set us apart, focusing on anticipating challenges and seizing opportunities before they arise. We take pride in our niche expertise, offering tailored tax solutions that align with your financial goals and drive long-term success. At BMP, CPA LLC, we turn tax preparation into a strategic advantage, helping clients stay ahead in a complex financial landscape.

**Job Description:** We are looking for a proactive individual to provide support to the CEO and tax office team in a dynamic and rewarding environment. This role is perfect for someone who thrives in a fast-paced, entrepreneurial culture where new ideas and leadership are valued. You should enjoy collaborating with others while also being able to work independently and manage deadlines effectively.

**Key Responsibilities:**

- Support the CEO: document handling to enhance efficiency and client satisfaction.
- Maintain Databases: Keep client files and spreadsheets accurate and up-to-date.
- Organize Tax Documents: Help prepare and manage tax organizers and communication.
- Manage Confidential Client Information: Use secure online tools to facilitate tax-related tasks (including data entry) and follow-ups.
- Assist CPAs: Ensure all documents are ready for tax software use.
- Handle Vendor Issues: Troubleshoot as needed during office hours.

**Qualifications:**

- 2+ years in administrative support or office practices (preferred)
- Tech-savvy with proficiency in Microsoft Office and tax software (preferred).
- Excellent communication and organizational skills.
- Ability to work independently and adapt to changing priorities.
- Flexibility for peak periods, especially from January 20 to May 1.

**Benefits:**

- Competitive salary commensurate with experience. Ranges \$16-\$21/hour.
- Opportunities for professional growth and advancement within the firm.
- Supportive and collaborative work environment with a focus on work-life balance.
- Significant bonus potential.

**Apply Now!** Send your resume to [brooke@bmp-cpa.com](mailto:brooke@bmp-cpa.com) with the subject line "Operations Support Specialist."