

**TABITHA SMITH ACCOUNTING & TAX SERVICES**  
**Chief Support Coordinator**  
**Position Description**

**Accepting Applications until Saturday December 31, 2022**

- **The TSAT Mission is to be a critical part of helping 2 million people find and achieve their personal version of financial success.**
  - **The TSAT Culture is to Amaze our clients, not just serve them.**
  - **TSAT Core Values include accountability, growth, excellence and trust.**
  - **TSAT functions as a full-service CFO firm that provides CFO Advising, Accounting, Payroll and Tax Planning services for small businesses.**
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- **The purpose of the TSAT Chief Support Coordinator {CSC} is to be a crucial part of the TSAT Mission, to be a high-achieving contributor supporter to the TSAT Team and to support the TSAT Community and prospects.**
  - **Our new CSC will help us grow, engage and deepen the connection with our local and global community by providing excellent client service, excellent communication and professional management of office operations.**
  - **The right CSC will find themselves being challenged and will grow as much in personal growth as career growth.**

**What you will love to do...**

- ✓ You will provide amazing communication with a variety of small business clients.
- ✓ You will provide amazing communication with a top notch team.
- ✓ You will create an amazing client experience for accounting, payroll and tax clients.
- ✓ You will follow and implement best practices from customer service gurus like Shep Hyken, and leadership gurus such as Darren Hardy.
- ✓ You will love 3-day weekends every weekend and Federal Holidays off.
- ✓ You will love the Team Retreats we take through the year.
- ✓ You will love the 3 weeks of paid vacation that you get to take.
- ✓ You will love the growth opportunities and educational experiences.
- ✓ You will love to find and achieve your personal version of financial success with the TSAT Team.

## **You're the high-achiever we're looking for if...**

- ✓ You love to work on being the best version of yourself every single day!
- ✓ You have excellent standards for your work.
- ✓ You have a growth-mindset.
- ✓ You looooooove to hustle!
- ✓ You love to be needed.
- ✓ You love to be organized and on time!
- ✓ You love to be a proactive planner.
- ✓ You love to make checklists and take notes.
- ✓ You have 3-5+ years in the professional office environment.
- ✓ You have experience in Loom, Zoom, Dropbox, Google Drive, Gmail, Microsoft Office Products, SmartVault, Mailchimp, Hubspot, Splashtop and Adobe Acrobat.
- ✓ You are well-versed in amazing customer service best practices.
- ✓ You have strong editing/proofreading ability.
- ✓ You have project leadership experience.
- ✓ You have the ability to adapt to change, to new technology and to new strategies.
- ✓ You have excellent time management skills.
- ✓ You have the ability to communicate in a professional manner in-person, via email and other electronic means.
- ✓ You are looking for a career and not just a job.

**Compensation: Based on experience. BETTER than competitive with unlimited growth opportunities. Salary + bonuses + perks are options.**

**Notes: This is a full-time position, with remote work options. The right person can start immediately. Some travel required.**

**Benefits: Health, 3 weeks paid vacation, Free lunches**

**Chief Support Coordinator Roles and Responsibilities:**

- **Event Coordination**
- **President/Leadership Team Support**
- **Facilities & Asset Management**
- **Business Development**
- **What is the CSC Measured On**
  - **Completion of projects**
  - **Support of President & Leadership Team**

**Thank you for considering TSAT as your new Amazing opportunity!**

**How to Apply:**

**Record a video of yourself and tell us what you love from our lists above and why you fit this position (15 minutes max).**

**Send the video by email or private message on our fb page –**

**[info@tsataccountingsolutions.com](mailto:info@tsataccountingsolutions.com)**

**TSAT Accounting Solutions fb page**

**We will not accept resumes for application.**