
Part-Time Front Office & Client Services Administrator

Z Bookkeeping — Burbank, CA

About Us

Z Bookkeeping has supported small businesses in Burbank and the surrounding area since 2003. We provide professional bookkeeping, tax, and client support services with a focus on accuracy, reliability, and clear communication.

Position Summary

We are seeking a dependable, organized, and proactive Front Office & Client Services Administrator to manage daily office operations and assist with client services. This role is well-suited for students seeking hands-on experience in office administration, client service, and bookkeeping support in a professional environment.

Schedule

- Monday – Thursday: 11:30 AM – 5:30 PM
- Friday: 11:30 AM – 4:30 PM
- Occasional Saturday availability may be required.

Compensation

- Pay: \$18 – \$20 per hour (depending on experience)
- This is a W-2 employment position with no fees or costs to applicants.

Key Responsibilities

- Greet clients, answer phones, and manage front desk activities.
- Schedule and confirm client appointments.
- Process mail, maintain office supplies, and complete filing and scanning.
- Prepare, organize, and return client files.
- Enter billing hours accurately and on time.
- Communicate with clients by phone and email in a professional manner.
- Support internal communication using Microsoft Outlook & Teams.
- Maintain a clean office environment, including end-of-day tidy-up and weekly refrigerator checks.
- Perform minor bookkeeping tasks as assigned.

Requirements

- Strong communication skills and professional phone etiquette.
- Dependable, organized, and detail-oriented.
- Ability to multitask and work independently.
- Strong follow-through and accountability.
- Flexibility for occasional Saturday availability.

How to Apply

Submit your resume and a brief introduction to:

zinnia@zbookkeeping.com

Or apply online: zbookkeeping.net/apply-now