

# **John McKeon & Associates Insurance & Financial Services, Inc.**

## **DBA: McKeon Financial**

### **Office Location**

1507 172<sup>nd</sup> Street NE, Suite 201 Marysville, Washington 98271

### **Mailing Address**

P.O. Box 117 North Lakewood, Washington 98259

## **Part-Time Administrative / Financial Support Officer**

**Location:** Marysville, Washington

**Schedule:** Monday–Friday, 9:00 AM – 5:00 PM (as needed)

**Employment Type:** Part-Time with potential for full time employment

We are seeking a reliable and detail-oriented **Part-Time Administrative / Financial Support Officer** to support administrative and operational functions in our Marysville office.

### **Key Responsibilities**

- Provide administrative support and general office duties
- Perform accurate data entry across multiple platforms
- Maintain and update records, reports, and documentation
- Use **Excel formulas and functions** to support operational processes
- Respond to customer inquiries with professionalism and efficiency
- Assist with document preparation, filing, and record management

### **Required Skills & Qualifications**

- **Strong Excel skills, including the ability to use formulas**
- Proficiency in MS Office (Word, Excel, and Outlook)
- High degree of accuracy and strong attention to detail
- Strong written and verbal English communication skills
- Customer service-oriented with negotiation and problem-solving abilities
- Ability to manage multiple tasks and systems efficiently

### **Additional Information**

- Candidates **should reside within 20 miles of Marysville, WA**
- Availability during standard business hours (9:00 AM – 5:00 PM, Monday–Friday) on an as-needed basis
- Must be reliable, organized, and able to work independently in an office environment

### **Compensation**

- **Hourly pay range: \$20.00 – \$25.00 per hour**, depending on qualifications and experience. A college degree with strong emphasis on accounting would be a plus. Life experience would also be beneficial.

### **Benefits**

- Sick leave in accordance with Washington State law
- Flexible part-time scheduling

- Other benefits may be available based on hours worked and tenure

**Send resume to [cherikwill@zoominternet.net](mailto:cherikwill@zoominternet.net) . Subject line must be “Part Time” to have your email read.**

### **Equal Employment Opportunity Statement**

We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other status protected by applicable law.

**Washington State Employment is “At Will.”**