

Seasonal Administrative

UMMC, a full-service accounting and consulting firm in Leesburg, Virginia, is looking for a full-time, seasonal administrative person to work from January through mid-April of 2019. The position requires an individual with a good work ethic and professional attitude with experience in phone coverage, client service, computer and administrative tasks, and the ability to multi-task.

Please send your resume to belefante@ucmplc.com.