Financial, Accounting, Bookkeepers

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**Comply with TX tax credit requirements**
- **Responsibilities:** Duties include preparing tax filing packages and state returns. Must ensure tax filing packages are prepared correctly. Other duties include: maintaining books and records, answering phones, receiving and sending mail, and answering general questions.
- **Requirements:** Applicants must have a degree in accounting or business-related field and at least 2 years of experience. Must be able to work independently, maintain confidentiality, and possess strong organizational skills.

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**Enjoy the Austin lifestyle while working as a Sales and Marketing Assistant**
- **Company:** Faxe Bone
- **Location:** Austin, TX
- **Responsibilities:** Assists in the management of the company’s sales and marketing efforts. This includes developing promotional materials, coordinating events, and coordinating with external partners.
- **Requirements:** Applicants must have a degree in marketing or a related field and at least 1 year of experience in a similar role. Must be able to work independently, possess strong communication skills, and have the ability to multitask.

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**Math Modeling & Scientific Computing**
- **Location:** Addison, TX
- **Responsibilities:** Focus on mathematical modeling and scientific computing. This includes working on complex mathematical problems and applying these solutions to real-world problems.
- **Requirements:** Applicants must have a degree in mathematics or a related field and at least 2 years of experience. Must be able to work independently, possess strong problem-solving skills, and have the ability to communicate effectively.

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**Take the lead on corporate compliance and legal matters**
- **Responsibilities:** Focus on legal compliance, ensuring all corporate matters are handled in accordance with the law. This includes conducting research, drafting documents, and coordinating with external partners.
- **Requirements:** Applicants must have a degree in law and at least 3 years of experience in a similar role. Must be able to work independently, possess strong research skills, and have the ability to communicate effectively.

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**Medical Assistant**
- **Company:** North Austin Primary Care
- **Location:** Austin, TX
- **Responsibilities:** Provide support to physicians in the medical office. This includes answering phones, scheduling appointments, and assisting with patient care.
- **Requirements:** Applicants must have a degree in medical assisting or a related field and at least 1 year of experience. Must be able to work independently, possess strong communication skills, and have the ability to multitask.

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**Sports Management (Full- & Part-Time)**
- **Company:** FC Dallas
- **Responsibilities:** Focus on sports management, ensuring all events are handled in accordance with the law. This includes conducting research, drafting documents, and coordinating with external partners.
- **Requirements:** Applicants must have a degree in sports management or a related field and at least 2 years of experience. Must be able to work independently, possess strong problem-solving skills, and have the ability to communicate effectively.

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**Marketing and Event Coordinator**
- **Company:** EventWorks
- **Location:** Austin, TX
- **Responsibilities:** Focus on marketing and event coordination. This includes developing marketing materials, coordinating events, and coordinating with external partners.
- **Requirements:** Applicants must have a degree in marketing or a related field and at least 1 year of experience in a similar role. Must be able to work independently, possess strong communication skills, and have the ability to multitask.

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