

Receptionist - MarksNelson

About the job:

Would you like to be part of the largest privately-owned Kansas City public accounting and business advisory firm? Are you looking for work that is challenging and gives you a sense of accomplishment—and offers flexibility to balance your work and personal life? At MarksNelson, you'll work alongside subject matter experts with some of the strongest accounting, technology, and business skills in the market. At the same time, you'll be part of a winning culture and thriving workforce. Come with us and we'll help you move your career forward at a pace that is right for you.

We have an opening for a Receptionist in our firm. While this is a full-time position, we do have some flexibility with schedule outside of Jan-April. This opportunity will job share with our primary receptionist to offer coverage and redundancy for a very crucial role. If you are personable, dependable and have a friendly, professional demeanor, this may be the perfect opportunity for you. A strong customer service mentality and a neat, professional appearance is key to this role, as you'll be interacting daily with both internal and external business partners.

What you'll be doing:

- Answer and transfer incoming calls
- Checkout and shipping of tax returns
- Update internal workflow tracking software
- Print address labels
- Apply postage
- Back-up primary receptionist duties as needed
- Work with other department staff to provide seamless service to clients

What you'll bring to the role:

- Minimum of a high school diploma/GED
- 1-2 years of job-related experience
- Punctuality
- Flexibility
- Adaptability
- A can-do approach and a willingness to work as part of a team
- Strong customer service orientation
- Must be able to interact and communicate with individuals at all levels in the firm and a variety of personalities in a professional manner
- Competency in Microsoft applications including Word, Excel and Outlook; knowledge of operation of standard office equipment

Why MarksNelson?:

Our culture values teamwork, ideas, and collaboration. We are a Team that supports one another and values the individual contributions of our employees. We offer competitive compensation, robust employee benefits and an ideal work/life balance. Your career is important to you – and it's important

to us too. That's why we focus on providing tools and opportunities that help you reach your career goals.

Interested?

Please forward your resume to: recruiting@marksnelsoncpa.com