



GROWING ACCOUNTING FIRM SEEKING A WARM AND WELCOMING RECEPTIONIST WITH AN EYE FOR THE DETAILS.

This is a full time paid position with Medical, Dental, Retirement Plan, 2-Weeks PTO.
Hourly Rate \$17.00 - \$20.00 (based on ability) + Bonus Opportunity

Zabel & Co., LLC one of the leading CPA firms throughout the St Paul & Minneapolis area is seeking a receptionist who can assist in some bookkeeping if needed (we can train). This person is a seasoned professional combining their expertise, experience, and high standards to join our team. If you know how to love your customers and enjoy a fast-paced work environment with a small casual office atmosphere, we have the perfect place for you.

Your role: The receptionist is the person who has in his/her controls the optimum flow of all clients and communications in the office. They are, in effect, the hub of the office, and as such, the office will be significantly judged by the image that they present.

Purpose:

- To keep the appointment book full rescheduled appointments to a minimum, and client flow smooth and efficient.
- To ensure that our clients feel welcome and comfortable with and in our office by correctly handling them from the first telephone contact, through their arrival and service in the office, and departure with another visit scheduled if necessary.
- Bookkeeper Skills and Qualifications:
- Tasks:
- Operate computers, copy machines, facsimiles, postage machine, scheduling tasks, ordering supplies, greeting clients by phone or in person - postings, and filing documents for correct entry, typing grammatically correct and entering mathematical data accurately.
- Comply with federal, state, and company policies, procedures, and regulations.
- Operate a keyboard efficiently for typing.

Technology Skills:

- Proficient with Microsoft Business Applications
- Knowledge:
- Customer and Personal Service — Knowledge of principles providing customer services. This includes meeting quality standards for services and customer satisfaction.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files, and records,
- Mathematics — Using mathematics to solve problems.

- Accounting — Knowledge of accounting basic principles and practices,
- English Language — Proficient in the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking — Talking to others to convey information effectively.

Work Activities

- Interacting With Computers — Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Establishing and Maintaining Interpersonal Relationships — ---Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, by telephone, in written form, e-mail, or in person.

Work Context

Electronic Mail — “Every day.”

Sitting “long periods of time.”

Telephone — “Every day.”

Importance of Being Exact or Accurate — “Extremely important.” -Importance of Repeating Same Tasks — “Extremely important.”