



**Job Title:** Part-Time Receptionist/Admin

**Job Status:** Part-Time

**Department:** Office

**Reports To:** Owner

**FLSA Status:** Non-Exempt

**Amount of Travel:** 0%

**Work Schedule:** 15-20 hours/week

**Position Summary**

With continued growth, our small-sized accounting firm located in Edina, MN is hiring a Part-Time Receptionist/Admin! We offer a competitive salary based on experience and qualifications.

**Essential Functions**

Welcome visitors by greeting them in person  
Answer the phones and direct incoming calls to appropriate person  
Sort mail and process outgoing mail  
Assist with light accounting duties  
Schedule meetings  
Scan documents  
Assemble tax returns and prepare them for delivery  
Other functions as needed

**Education**

High School Diploma or equivalent

**Experience**

Experience working in a front office desk setting  
CPA firm experience a plus, but not required  
MS Office knowledge

**Skills and Abilities**

Strong attention to detail  
Excellent customer service - friendly/personable  
Strong written and verbal communication skills  
Able to manage deadlines under minimal supervision  
A desire to learn  
Timely and organized

**Work Environment**

Normal office environment