GREG LEMON, CPA, PLLC RECEPTIONIST

Greg Lemon CPA, PLLC is seeking a temporary (full time) receptionist to assist during busy season. The position would start mid-February and work full time thru tax season (April 15th). The role of the receptionist has been serviced by our firm Administrator. Growth of the firm has caused us to separate the reception duties from all the admin duties. The receptionist will report to the firm manager but work very closely (day to day) with the firm Administrator. The Administrator has 31 years’ experience in our industry and will provide a great resource to help facilitate a quick learning curve. Additional details for this position include:

1. Greg Lemon CPA, PLLC is a full service CPA firm with offices in Columbia, Franklin, and Lawrenceburg
2. This position will report to the Columbia manager but work closely with the firm Administrator
3. The administrator would be required to sign a non-disclosure agreement and agree to work within the same standards of care in protecting client information as all full time staff
4. The candidate should expect to work 8-5pm with a 1 hour lunch and be paid a weekly salary based on the candidates experience
5. The Lawrenceburg office has its own receptionist so job duties will be specific to the Columbia / Franklin activity
6. Job duties of the receptionist include (but are not limited to) the following:
   a. Answer all inbound phone calls
   b. Schedule tax appointment for tax preparers in Columbia and Franklin
   c. Follow up with clients as needed as directed by professional staff
   d. Confirm / update client contact info as needed
   e. Get signed IRS authorization forms for clients picking up tax returns
   f. Receptionist is the primary point of contact for clients picking up tax returns and other deliverables prepared by staff
   g. Assisting in projects as needed
7. The ideal candidate would offer the following:
   a. Friendly personality
   b. Attention to detail
   c. Dependable & committed for the 8-10 week period of employment
   d. Passion for client service
   e. Experience working in an administrative role
   f. Basic competency working with computers & phone systems
   g. Experience working with calendars in Microsoft Outlook

Experience in Microsoft Word and Excel not required but would be beneficial