



## Receptionist

Farkouh, Furman & Faccio, LLP is a rapidly growing boutique public accounting firm located on Park Avenue in midtown Manhattan. We are currently seeking a full-time Receptionist to join our team. In this role, you will be working with an administrative team of at least two others to directly support FF&F's accounting staff, management, and seven partners.

Candidates for this role must have a professional and positive attitude, as well as exceptional communication skills, in order to interact with all levels of staff and clients. You must be highly organized with the ability to multi-task and prioritize responsibilities in a fast-paced environment. The ability to handle highly confidential information and work under hard deadlines while applying a high level of attention to detail are crucial.

This is a fully onsite position.

### Job Responsibilities & Duties:

- Answer and direct incoming calls
- Greet and receive clients/guests
- Set up meetings; maintain conference room schedule
- Sort and distribute incoming mail
- Process outgoing mail, FedEx and courier packages, including package drop-offs and occasional deliveries to clients as needed
- Maintain break room; order office and kitchen supplies
- Assist with administrative support for all partners and staff
- Provide support to the firm's clients, including assembling and shipping tax returns
- Assist in maintaining paperless filing database; organize and scan client tax documents
- Assist with ad hoc office projects including but not limited to booking travel arrangements; facility management; preparing desks for new hires; and placing catering orders

### Qualifications:

- 2+ years of experience in a professional office environment
- Excellent communication skills (both written and verbal); excellent interpersonal skills
- Experience and comfortability answering phones is a must
- Proficiency in Microsoft Office (specifically Word and Outlook)
- Prior experience at an accounting or professional services firm is preferred but not required
- Must be able to work overtime as needed during tax season

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, sex, sexual orientation, gender identity, disability, genetic information, national origin, race, religion, veteran status, or any other protected category.

To be considered for this position, please [apply online](#) via our Careers page.