



PSK began over 50 years ago in 1964 in the young and growing community of Arlington, Texas. Today, PSK is one of the largest firms in Arlington and has many clients throughout the metroplex and the US. PSK is dedicated to providing value to our clients through the success and development of our people. Our employees enjoy PSK's family like culture and small firm feeling.

Front Desk Receptionist /Director of First Impressions **Full time**

The Firm is looking for a team member to represent the values of PSK. Some of the core values we uphold are a commitment to excellence, a passion for developing relationships, honesty and integrity. The responsibilities and duties of our front desk receptionist (Director of First Impressions), include, but are not limited to:

- Greet and assist clients, in person or on the telephone
- Open and close office
- Package completed tax returns and contact clients or courier for pickup
- Process credit card payments and perform daily close out of credit card transactions
- Sort mail
- Record status of tax returns in tracking software program
- Schedule tax appointments

Successful candidates will have skills in:

- Verbal Communication
- Professionalism
- Multi-Tasking
- Microsoft Office
- Organization

How to Apply

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to resumes@pskcpa.com

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.