



## **RECEPTIONIST & ACCOUNTING SPECIALIST**

We like to say O'Neil Printing is the “oldest start-up” in Arizona. A long-standing iconic brand with 114 years in the making, O'Neil started as a commercial printer and has transformed to a tech leaning company with print solutions expertise. We are fueling our growth through technology, automation, and innovative solutions. This includes a focus on dynamic print solutions, large format signage and lifecycle/direct marketing. Located in Phoenix, Arizona, O'Neil has a brand-new state of the art facility that is sure to Impress. We are currently growing at a record pace and are looking for awesome individuals to join our team.

### ***Summary***

We are seeking a Receptionist and Accounting Specialist to support O'Neil with front office administrative duties in addition to supporting our accounting and financial team. This position will be located at the reception desk and will serve as the first point of contact with all employees and guests. The position will provide guidance to individuals by responding to routine questions, providing general information, answering the main phone line, making appointment reservations, managing electronic calendars, and performing general clerical duties as directed by leadership. In addition, this position will also have daily accounting responsibilities including supporting accounts receivable with cash flow management. This position will report to the Accounting Manager.

### ***Role & Responsibilities***

#### ***Accounting***

- Support the accounting team with daily responsibilities to include, but not limited to:
  - Requests and pursues payment on delinquent accounts via communication with account holder.
  - Maintains log of payment promises and pertinent account details, schedules follow-up communication with account holder.
  - Monitors accounts receivable and cash receipt reports.
  - Performs other related duties, as required

#### ***Receptionist/Administrative***

- First impression for both internal and external guests
- Greet both employees and clients as they enter the office
- Responsible to make clients feel welcome and provide hospitality prior to the start of their meeting
- Manage incoming calls and answer any questions or direct to the appropriate staff member
- First point of contact for all vendors or service personnel. Ability to identify issues and work to have them rectified or notify the appropriate person
- Preparation ahead of meetings to include room set-up, food and beverage, client gifts etc.

#### ***Competencies***

- Engaging, positive attitude and strong conversational skills
- Ability to multi-task and handle multiple projects at same time
- Accurate and precise attention to detail
- Excellent computer skills; experience in accounting software, Microsoft Office Suite
- Excellent time management skills; able to prioritize



- Ability to handle sensitive, confidential information
- Prior work experience as an Accounting Assistant or Accounting Clerk preferred but not mandatory
- High school degree required, Two-year degree in accounting or related field preferred

O'Neil Printing offers excellent benefits including:

- Comprehensive health, dental and vision benefits
- Paid Time Off
- ESOP (Employee-Owned Stock Program)
- Training and Development
- 401K Plan

For additional information or questions, please contact [careers@oneilprint.com](mailto:careers@oneilprint.com)