



Fayetteville

Front Desk Receptionist

- \$15.00-\$17.00 an hour
- Full-time

G2 Business Solutions is a managerial accounting firm that serves real estate entrepreneurs and small business owners across the U.S. We specialize in bookkeeping, tax preparation and strategy, payroll, and Fractional CFO services. Our clients rely on us for financial clarity, strategic insight, and trustworthy execution.

We are growing and looking for an experienced and reliable Front Desk Receptionist to be the face and first point of contact for our firm. If you're organized, professional, and familiar with the inner workings of an accounting office, we'd love to talk to you.

Responsibilities:

- Greet clients warmly and professionally upon arrival
- Manage incoming calls, emails, and office messages with a high degree of professionalism
- Collect client payments and accurately record transactions
- Scan, organize, and electronically file client documents
- Maintain and update client records in our internal systems
- Coordinate with vendors (e.g., document shredding, tech support, office maintenance)
- Order and maintain office supplies and inventory
- Support internal staff with miscellaneous administrative tasks
- Maintain confidentiality and uphold firm policies and procedures

Qualifications:

- Proven experience in a customer service role; previous front desk or office management experience is preferred.
- Prior experience working in an accounting firm or financial services office
- Comfortable using office equipment (computer, scanner, printer, phone systems)
- Ability to multitask and remain composed under pressure
- Strong computer literacy skills with proficiency in office software applications basic cloud platforms (e.g., Google Drive, Microsoft, email)
- Excellent communication skills, both verbal and written; bilingual abilities are not required but are a plus.
- Exceptional organizational skills with attention to detail for effective calendar management and filing systems.
- Ability to work independently as well as part of a team in a dynamic environment.
- A proactive approach to problem-solving with strong interpersonal skills.

Position Details:

- Compensation: Competitive hourly pay based on experience
- Schedule: Monday to Friday, 8:00 AM – 5:00 PM

- Location: On-site at our Fayetteville, NC office
- Benefits: Paid holidays, PTO, and opportunities for internal advancement

We encourage candidates who are passionate about delivering outstanding service to apply for this pivotal role within our organization. Submit your resume along with a short cover letter explaining your prior experience in an accounting firm (if applicable) and why you're a good fit for this role.

To Apply:

https://www.simplyhired.com/search?q=G2&l=fayetteville%2C+nc&job=G4OyjbfnRBA-hleh90WFYwR00zy6I24F8NGFRqyuTbO8_9CnW1Qg