

## **Firm Administrator**

### **Job Summary**

Our busy, client-focused CPA firm needs a reliable, well-organized Firm Administrator to handle day-to-day operations with a focus on efficiency and project management. The Firm Administrator is responsible for strategizing and coordinating firm operations that support our professional staff and nonprofit client base.

We are looking for an energetic professional who doesn't mind wearing multiple hats and is excited about streamlining administrative procedures. The Firm Administrator oversees the firm's accounting, human resources, IT, and administrative functions. The Firm Administrator is a valued member of the firm's management and marketing teams and interfaces with the partner group on a daily basis.

### **Responsibilities & Duties**

Maintain positive office atmosphere through leadership and communication.

Interact and problem solve with partners, staff, clients, and prospects.

*Administration* – Develop organizational procedures and systems for firm administration, including maintaining records, document management (physical and electronic), and office equipment.

*Accounting* – Perform bookkeeping duties such as payroll, accounts payable, and accounts receivable. Maintain QuickBooks to facilitate monthly reporting and tax filings. Maintain time and billing system.

*Human Resources* – Work with our benefits providers to provide our employees quality, cost-effective benefits. Coordinate benefits enrollment, new employee onboarding, recruiting support, and exit interviews. Act as human resources point person for firm employees with resources provided through Archbright membership. Maintain personnel files and employment/payroll records.

*IT* – Act as the liaison between our outsourced IT provider and our internal team to ensure our firm's technology needs are met, our systems are secure, and our professionals can work as efficiently as possible.

*Marketing* – Interface with our outsourced marketing firm to coordinate execution of key marketing initiatives.

### **Qualifications & Skills**

Comfort with a fast-paced environment

Strong organizational skills, ability to juggle multiple tasks and priorities

Excellent written and verbal communication skills

Advanced computer skills, comfortable with new technology

Experience with accounting and payroll

Proficiency in Microsoft Office suite, QuickBooks experience a plus

Associate degree required (B.A. or B.S. preferred)

### **Compensation & Benefits**

Jacobson Jarvis offers competitive compensation and benefits including, but not limited to:

Medical, dental and long and short term disability insurance  
Profit sharing  
Earned Time Off (ETO)  
Continuing professional education  
Memberships in professional organizations

**To Apply:**

Send resume and cover letter by email to [careers@jjco.com](mailto:careers@jjco.com).

**An Equal Opportunity Employer:**

Employees (and applicants) are treated without regard to race, creed, color, national origin, sex, sexual orientation, marital status, age, religion, or the presence of any sensory, mental or physical handicap.