

Office Manager

Job Summary

Our busy, client-focused CPA firm needs a reliable, well-organized Office Manager to handle day-to-day operations with a focus on efficiency and project management. The Office Manager 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 Office Manager oversees the firm's accounting, human resources, IT, and administrative functions. The Office Manager 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), office equipment, and supplies. Act as a backup for our Audit Administrator as needed.

Accounting – Perform bookkeeping duties such as accounts payable and accounts receivable. Maintain time and billing system. Review semi-monthly payroll.

Human Resources – Work with our corporate resource manager. Coordinate benefits enrollment, new employee onboarding, recruiting support, and exit interviews. Act as human resources point person for firm employees with resources. Maintain personnel files and employment 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

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

401K Plan (includes Employer Match)

Earned Time Off (ETO)

Continuing professional education

Memberships in professional organizations

To Apply:

Send resume and cover letter by email to 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.