

A boutique, Cobb Galleria CPA firm has an incredible opportunity for an administrative professional with prior office management experience to join their team as a Firm Administrator. This hands on individual will work directly with the Firm's Management Team to support the administrative requirements related to operating the Firm's accounting practice. This is a multifaceted role and this person will be responsible for the company finances and the administration of firm policies.

## **FIRM ADMINISTRATOR**

### Primary Responsibilities

- Ensure the team and Principals are supported and able to focus their efforts on clients and the practice
- Hire, train, and manage administrative team
- Client billing and A/R management
- A/P and cash flow management
- Process Payroll & 401K, benefits administration (through 3<sup>rd</sup> party vendor)
- Manage facilities, equipment, and supplies
- Coordinate third-party cloud administrator
- Stay abreast of best practices in other firms and assist in process improvement

### Job Qualifications

- 5+ years of related work experience
- Excellent written and verbal communication skills
- Strong interpersonal and team-building skills
- Supervisory experience
- Proficiency with Microsoft Office Suite
- Familiarity with a cross-section of accounting & tax software
- Preference given to QuickBooks Online, Bill.com and CCH Practice Management: Billing experience

### Compensation

- Salary, Based on Experience
- 401K
- PTO
- Group Health, Life & Disability Insurance available
- Hybrid Remote Work Environment

Contact Donna Briggs at [djb@cokerjames.com](mailto:djb@cokerjames.com).