

Firm Administrator

Local CPA Firm in Indianapolis is looking for a Firm Administrator who is responsible for helping to run the everyday functions of the CPA firm. This position impacts everything from managing employees to determining workflow to welcoming new hires. CPA Firm Administrator is a crucial and rewarding position that requires focus, leadership ability, and superior people skills.

Job Duties / Responsibilities

- Exercises direct, day-to-day supervision over the administrative support functions of the firm.
- Help plan and coordinate office functions and events.
- Responsible for efficient operations, firm-wide, often in a multi-office environment.
- Accomplishes the highest-level of performance in Administration, Finance, Human Resources, Marketing and Internal Technology.
- Is a member of all firm partner-level committees, including the executive committee.
- The Firm Administrator operates at the partner level and reports to the executive committee.
- Actively involved in all management functions of a CPA firm.
- Directs all administrative affairs.
- Formalizes finance, personnel and general administration policy.
- Directs the firm's recruiting program and is actively involved in hiring accountants.
- Directs orientation, training and/or evaluation of both accounting and administrative staff.
- Provide human resources abilities with integrating new team members
- Directs and supervises the firm's financial affairs.
- Supervises management data and reporting.
- Performs controllership functions if firm does not have a controller.
- Formulates annual budgets, prepares and interprets management reports, expends allocated budgets for administrative staff, equipment and supplies; supervises all accounting functions and systems; negotiates for office space, maintains firm insurance; and has final responsibility and authority in administrative personnel matters, including hiring, training, salary advancement, discipline and discharge.
- May assist in preparing budgets and recommend changes in systems, major purchases and personnel benefits.

Job Requirements

- Bachelor's degree in business administration or a related field. Five to ten years related experience and/or training working in administration in an office setting and strong HR skills.
- Leadership abilities, including supervisory and team-building skills.
- Excellent interpersonal skills.
- Superior oral and written communication skills.
- Professional and courteous with a positive attitude.
- Able to manage multiple tasks.
- Can work with minimal guidance and oversight.
- Experience working in professional services firm a plus.
- Ability to coordinate with all levels of the organization.
- Knowledge of interaction with firm board and committees.
- Deep knowledge of office management position.
- Solid working knowledge of Microsoft Office Suite.
- Familiarity with IT systems maintenance.

For immediate consideration, please email your resume and salary requirement to:

resumes@sponselcpagroup.com

No agencies or phone calls please. Only those candidates whose experience best meets our requirements will be contacted.