Job Description for Firm Administrator

Manage business functions as well as the overall operations of accounting firm offices (3). Reports to the managing partner and executive committee and participates in management meetings. In addition to general responsibility for financial planning and controls, personnel administration, and systems, the firm administrator identifies and plans for the changing needs of the organization, shares responsibility with the appropriate partners for strategic planning, practice management and human resources.

The primary responsibilities include:

**Financial Management:**  
Including planning, forecasting, budgeting, variance analysis, profitability analysis, financial reporting, general ledger accounting, billing and collections, cash flow control, banking relationships, tax planning, tax reporting, payroll, retirement plans and other financial management functions.

**Administrative & Facilities Management:**   
Including purchasing, inventory control, records storage, supervise and manage administrative staff and other facilities and administrative management functions.

**Operations/Management:**   
Including strategic and tactical planning, risk management, quality control, organizational development, firm planning processes and other general management functions.

**Practice Management:**   
Including training and development, staff production and utilization, work product quality control, professional standards, substantive practice systems and other practice management functions.

As a member of the organization’s management team, firm administrator manages and/or contributes significantly to the following:

**Human Resource Management:**   
Including selection, training and development, performance evaluation, salary administration, employee relations, motivation, counseling, disciplining, discharging, benefits administration, personnel data systems, job design, resource allocation and other human resource management functions for the professional and administrative staff.

**Oversee Marketing & IT:**   
Including management of client profitability analysis, forecasting of business opportunities, planning client development, marketing legal services and enhancing the firm’s visibility and image in the desired markets. Assisted by Marketing Director for recruitment.

**Knowledge:**   
Has knowledge of professional service organizations, and has experience managing business operations such as human resources, technology, facilities, finance and marketing.

**Skills and Abilities:**   
Can identify and analyze complex issues and problems in management areas, and recommend and implement solutions. Can manage office functions economically and efficiently, organize work, establish priorities and maintain good interpersonal relations and communications with all staff. Displays excellent supervisory and leadership skills. Demonstrates willingness and ability to delegate.

**Education & Experience:**   
Minimum of Bachelor’s degree in business administration or management, finance, human resources, technology or marketing, or comparable work experience with 5-10 years of experience.