

Firm Administrator – Offices in Trumbull and Bethel

The Innovative CPA Group is one of the fastest-growing firms in Connecticut and we are looking for a firm administrator join our team. The firm is employee-centric and utilizes the latest cloud-based technology to best serve our clients.

Benefits include vacation/sick days, 401(k), health insurance, onsite gym membership, and more. Salary commensurate with experience.

The Firm Administrator is part of the administrative team, responsible for the execution and coordination of many of the Firm's operational and human resource functions. The Firm Administrator works closely with the Partners to support the Firm's delivery of effective, efficient and confidential service to its clients.

Key Responsibilities:

- Oversee and manage all administrative personnel
- Execute effective billing, accounts receivable/collections, and accounts payable processes. Handle billing and collections questions, complaints, and communications.
- Oversee review of client lists, due dates and workflow.
- Assist with payroll processing in Paychex as well as other human resource responsibilities.
- Assist with employee offer letters and termination paperwork.
- Manage office vendors and vendor relationships.
- Assist with annual health, life, disability, general and professional liability insurance renewals.
- Assist with filing of tax extensions and copy and assembly of tax returns.
- Provide assistance and/or coverage for other administrative positions.

Key Attributes and Skills:

- Experience as an Office Manager, Practice Manager, Firm Administrator or relevant role in a CPA Firm or other professional practice.
- Professional and effective oral and written communication skills and interpersonal abilities.
- Human Resources administration experience.
- Excellent organizational skills and attention to detail.
- Positive attitude and collaborative spirit.
- Familiarity with office procedures and basic accounting skills.

- Knowledge of standard office or practice management software including CCH Access, Microsoft Office (Word, Excel, PowerPoint, Outlook) and QuickBooks.
- Ability to prioritize and multi-task in a fast-paced environment.
- Willingness to cross-train with other administrative staff and assist where needed.
- Integrity, accountability and confidentiality.

Education & Experience Requirements:

- Bachelor's degree preferred, or equivalent combination of education, training, and experience.