

## **Firm Administrator**

Werner O'Meara is an award winning accounting firm providing outstanding services to our clients for over 20 years. We strive to create a collaborative work atmosphere that allows each employee's strongest skills to flourish while continuing to grow in both a personal and professional capacity.

We offer competitive salary, generous benefits and a state of the art work environment. Our office is conveniently located adjacent to I-5 with ample free parking and less than 2 miles from the Lynnwood Park & Ride.

We are looking for an experienced firm administrator to join our CPA practice. This position runs the day-to-day operations of the firm and requires strong organizational skills, the ability to communicate clearly and meet deadlines. A successful candidate will be able to prioritize, work independently, as well as take direction.

### **Job Responsibilities;**

- Firm bookkeeping, which includes; A/R, A/P, and Billing
- All human resources duties
- Supervise administrative staff
- Coordinate firm marketing
- Provide administrative support to all staff
- Manage computer software, hardware, and liaison with cloud providers

### **Compensation in addition to salary;**

- Health and vision insurance
- \$2,000 annual contribution to your HSA
- Annual 401K matching contribution

Previous experience in a CPA firm as well as proficiency with ProSystems fx Practice, Lacerte, QuickBooks, and Microsoft Office are a plus.

Please email your resume, salary requirements and a short introduction about yourself (something not on your resume) to [admin@werner CPA.com](mailto:admin@werner CPA.com). We look forward to hearing from you!