

Navolio & Tallman LLP celebrates camaraderie, teamwork, flexibility, and excellence and provides unlimited opportunities for individualized growth and development. We strive to be our clients' most trusted business advisor by providing outstanding client service, and that starts with cultivating a well-rounded team of high-caliber professionals, each leveraging his or her unique talents and strengths to complement other members of the team and to elevate the team as a whole. It is this philosophy, rooted in our understanding that the firm can only succeed if our people succeed, that has garnered us the recognition by *Accounting Today* as one of the Top 100 Best Accounting Firms to Work For in the U.S.

We are a San Francisco-based CPA practice looking for an experienced Office Manager who understands the importance of professionalism and commitment. The Office Manager will organize and coordinate office administration and procedures to ensure the firm is operating effectively and efficiently. The individual will supervise office staff; manage vendor relationships; and be responsible for benefits, payroll, file management, HR support, operating reports, and some accounting.

**Work Environment:**

- Dynamic and stimulating with constant interaction
- Fast-paced and requires a high degree of urgency in completing tasks and assignments
- Rewarding and challenging with varied work activities
- Embraces and encourages ongoing improvement and empowers staff at all levels to provide feedback and to personally make changes

**Position Responsibilities:**

- Manage administrative staff in our San Francisco office as well as our future Walnut Creek office
- Lead Administration Department meetings, provide direction, and update management
- Support firm operations by maintaining office systems and working with the Partners and Firm Administrator
- Handle firm insurance policy and vendor renewals
- Process payroll and oversee benefits administration
- Assist with monthly accounting and management reports
- Coordinate semi-annual and annual review process for employees
- Manage confidential personnel and client records
- Assist with new office build-out and coordinate contractors and vendors

**Basic Qualifications:**

- Bachelor's Degree
- Minimum of 2 years' experience managing office operations, including supervising staff in a professional service organization
- Experience working in an organization with 20+ individuals
- Availability to work full-time in our San Francisco and future Walnut Creek offices
- Exemplifies integrity and discretion
- Strong people skills and an innate ability to create a professional welcoming environment
- Leadership, problem solving, and strong verbal and written communication skills
- Ability to set and work with goals, objectives, and deadlines
- Competent with payroll, AR and AP processes, and general HR administration
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and QuickBooks
- Ability to learn additional computer skills and software packages, as needed

**Talent Requirements:**

- Team player but firm when needed and with a competitive spirit
- Able to build a collaborative environment, has a strong service mindset, and orientated towards helping others to succeed
- Proactive in reaching out to others to create and maintain positive working relationships
- Energized by variety, thrives in a fast-paced environment with frequent interruptions in workday, and has a strong sense of urgency
- Focused on creating and delivering quality work products but does not get distracted by the details and can oversee a broader network of activities that contribute to the business goals of the firm

If you are interested in contributing your talents to our team, please submit your resume to [careers@ntlpl.com](mailto:careers@ntlpl.com).