

# Office Manager

Our busy, client-focused office needs a reliable, well-organized Office Manager to handle the day-to-day operations of our firm. As Foulk Huber PA continues to grow, this position will focus on improving efficiencies and time management from an administrative side.

## Responsibilities

- Develop procedures and systems for office personnel
- Supervise office staff
- Maintain the overall office appearance
- Order supplies and equipment as needed
- Provide administrative support to professional staff

## Qualifications

- Proven office management experience
- Excellent time management skills and ability to multi-task
- Strong organizational skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office
- Previous work experience in a CPA firm a plus
- Experience with QuickBooks preferred
- Experience with Thomsen Reuters UltraTax and Practice CS software a plus