

Smith Marion & Co., LLP Job Description

FIRM ADMINISTRATOR

TITLE: Firm Administrator
CLASSIFICATION: Full-time, exempt
REPORTS TO: Manager, or Partners

SUMMARY OF RESPONSIBILITIES

The Firm Administrator is responsible for the firm's overall administrative and clerical activities. Directs and coordinates office and facility services and any related activities.

ESSENTIAL FUNCTIONS

- Administrative staff supervision.
- Firm vendor liaison (meets with vendor and prepares cost analysis for partner review).
- Human Resource Management (staffing, personal files, labor law, benefits coordination).
- Firm Accounting (billings, A/R, A/P, payroll, financial statements, budgets, tax preparation).
- Provides initiative, recommendations, and assistance regarding policies, procedures, and firm matters.
- IT network support (assists staff with IT issues and coordinates with IT vendor).
- Business meeting preparation (partner retreat, staff meetings, and firm events).
- Event planning and coordination (client workshops and/or client events).
- Management of facilities (procurement of supplies, furniture and equipment).
- Preparation of engagement letters.
- Firm travel arrangements.
- Coordinate firm CPE files and CPE budgets
- Distribution of minutes, financial statements, and other partner communication(s).
- Possesses complete understanding of firm policies and procedures sufficient to advise company employees and vendors.
- Perform other duties as assigned by partners.

JOB QUALIFICATIONS

- Have excellent communication skills.
- Punctual.
- Ability to perform several tasks concurrently with ease and professionalism.
- Ability to effectively operate office equipment and computer programs.
- Ability to type 30 words per minute.

WORKING CONDITIONS

- Involves work in the firm's office or on the client's premises. Work on the client's premises may require the use of the firm administrator's personal car.
- Must present a positive public image that enhances the client's perception of the employee and the firm as a whole.
- Occasional overtime hours required.

EDUCATION / EXPERIENCE

- Possession of a high school diploma or equivalent (GED).
- Two year of experience in clerical work or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.
- Possession of strong organizational skills.
- Ability to work independently on assigned task as well as to accept direction on given assignments.
- Able to work effectively with staff members, clients, and vendors.

The above noted job description does not list all the duties of the job; you may be asked to perform other assignments and duties. This job description is intended to give a general sense of the responsibilities and expectations associated with the position. You will be evaluated in part based on your performance of the tasks listed above. The firm's management has the right to revise this job description at any time.