

JOB DESCRIPTION

Title: Office/Accounting Manager
Status: Salary
Hours: Monday – Friday 9 am- 5 pm

Arcina is a boutique risk consulting firm headquartered in downtown Los Angeles that delivers risk consulting services to Fortune 1000 companies, public entities, non-profits, and insurance companies. We are seeking enthusiastic candidates who prefer working in a small office setting.

Summary

The Office/Accounting Manager ensures the smooth running of the office, handles the day-to-day operational activities and seeks to improve company procedures. Prepares monthly client billing distribution, AP/AR, interface with vendors, maintains office supply inventory and equipment, oversees the office condition and maintenance needs. Supports consultants as needed with limited administrative work and travel arrangements.

Essential Duties and Responsibilities

Office Administration

- Order and manage office supply inventory.
- Coordinate with IT department on all office equipment and technology needs
- Oversee equipment maintenance and Interface with vendors for service calls.
- Maintain and update office policies as necessary
- Assist in the onboarding of new hires
- Prepare semi-monthly payroll
- Mail distribution, outgoing mail handling (i.e. post office, FedEx), filing
- Supports consultants with travel arrangements and occasional administrative needs

Billing and Accounting

- Invoice preparation and distribution
- Quickbooks management
- Review vendor bills and process vendor payments
- Liaison with Arcina accountant for tax prep
- Process and reconcile monthly expense reports
- Verify monthly credit card bills, review bank statements and make bank deposits
- Establish procedures for department efficiencies

Education/Experience

- A.A. or Bachelor's degree preferred but not required.
- A minimum of 5 years administrative experience in an office environment. Professional services firm experience a plus
- Knowledge of office administrator responsibilities, systems and procedures
- Experience with payroll and accounting/billing software i.e. Quickbooks.



- Strong computer skills, including knowledge of Microsoft Suite

Other Skills

- Good organizational skills with an ability to keep others on task
- Demonstrated ability to set priorities, meet deadlines and manage multiple projects
- Ability to work independently
- Ability to show discretion in handling confidential and sensitive information
- Good oral and written communication skill.
- Professional demeanor and good interpersonal skills
- Possess an upbeat and positive demeanor
- Reliable
- Works harmoniously and effectively with others as part of a team
- Some heavy lifting may be required

Arcina Risk Group LLP is an equal opportunity employer