



Firm Manager

Job Description

In short, this salaried position will gradually take over the operations of the firm for the owner. An ideal candidate will have, or be able to attain, the full range of skills needed to manage and grow the business, oversee employees, and serve clients. This person will appreciate

- a casual, progressive office near downtown Eugene
- remote work
- short weeks with flexible scheduling
- relationships with local non-profits and small businesses
- excellent bonus potential

Job Expectations (of all Personnel)

- To provide great value to the clients of Earth Bookkeeping & Payroll
- To follow work practices that support a more sustainable community and environment
- To continually learn, practice and improve knowledge and skills used in bookkeeping and payroll
- To maintain the highest level of integrity and a helpful, friendly and optimistic attitude
- To honestly and courteously express any concerns and suggestions

Performance Responsibilities

- Manage day-to-day operations of the firm
- Think through new challenges, solve problems, put out fires
- Support and enable staff to complete their work assignments
- Provide monthly reviews of client books and write clear, specific notes for bookkeepers
- Supplement staff work as needed to complete bookkeeping and payroll tasks
- Encourage and assist staff with professional development in bookkeeping tools and technological changes
- Follow or improve firm's operating procedures
- Communicate clearly and effectively with clients and staff
- Provide or manage marketing and onboarding activities

Requirements

- Ready and capable of fulfilling the job expectations and responsibilities in both our current office environment and your chosen remote location
- Has good accounting knowledge, technological fluency, and experience working with nonprofits and small businesses
- Able to use QuickBooks (desktop and online) for the full range of bookkeeping forms and processes, including but not limited to fund accounting, reconciliations, A/P, A/R, journal entries, and financial reports
- Has or can attain QuickBooks ProAdvisor certification
- Proficient with current and recent versions of Windows, QuickBooks, and Microsoft Office and other software used to maintain job expectations
- Has fair knowledge of GAAP and accounting for restricted funds
- Able to learn Payroll Relief® to process payroll and assure compliance in an accurate and timely manner
- Ready and willing to improve and help others improve in all facets of our work
- Comfortable with and supportive of existing business branding and culture
- Free of noticeable chemical or smoke odors

Preferred Qualifications

- Bachelor's degree in accounting or related field
- 5 years of bookkeeping/payroll experience
- 2 years of management experience

Terms of Employment

- 130 hours per month (average 30 hours per week); less if you can, more if you want
- \$38,000-\$42,000 per year to start, plus bonuses based on business growth

Covid-19 precautions

- This position is largely remote for now, with 0 to 3 days per week in-office, depending on need
- Office staffing is generally limited to one person
- One client at a time may come to our office by appointment
- Masks are required when more than one person is present