

Office Administrator

Company: Hoffman & Brobst, PLLP

Location: Marshall Office

Job Type: Full-Time

Schedule: Monday-Friday

About Us

Hoffman & Brobst, PLLP is a growing accounting and tax services firm dedicated to providing exceptional service to individuals and businesses. We pride ourselves on professionalism, accuracy, and building long-term client relationships. We are seeking a highly organized and detail-oriented Office Administrator to support our team and oversee the firm's daily administrative operations.

Position Summary

The Office Administrator is responsible for managing administrative functions that support the efficient operation of the firm. This role works closely with partners, accountants, and support staff to maintain organized records, improve workflows, coordinate client onboarding processes, and ensure smooth office operations. The ideal candidate is proactive, dependable, and capable of managing multiple priorities in a professional services environment.

Key Responsibilities

- Finance & Accounting – Assist in managing day to day financial and accounting functions including payables, receivables, billings, and payroll for the firm.
- Human Resources – Assist in staff recruitment and hiring. Coordinate staff performance reviews. Manage the employee health and benefit plans. Ensuring the human resources policy manual is maintained and followed.
- General Management – Ensure the partner group has the necessary information to make effective decisions. Develop and maintain operating and administrative procedures and policies. Administer the firm's various insurance policies. Support all marketing and business development activities including websites, advertising, events, and newsletters. Oversee all office administration including records management, space utilization, facilities, maintenance, office services, insurance, purchasing and other special projects.
- Technology – Work with internal IT personnel as well as outsourced IT to ensure smooth and efficient operation of the firm from technology side. Communication with the software vendors on issues and updates. Ensure that new and emerging technologies are assessed to determine their potential value to the firm.

Qualifications

- Associate degree or equivalent work experience preferred.
- Minimum of 2 years of office administration experience.
- Experience working in an accounting, tax, bookkeeping, financial services, or professional office environment preferred.
- Proficiency in Microsoft Office Suite, particularly Excel, Word, and Outlook.
- Experience with QuickBooks preferred.
- Experience with document management systems and digital recordkeeping.
- Familiarity with client onboarding processes in a professional services environment.
- Strong organizational skills and exceptional attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Excellent written and verbal communication skills.
- High level of professionalism, integrity, and discretion.

Compensation & Benefits

- **Salary:** \$50,000 - \$80,000 annually, based on experience and qualifications
- Health insurance
- Paid time off and paid holidays
- Retirement plan
- Professional development and training opportunities
- Supportive and collaborative work environment

How to Apply

Please submit your resume and a brief cover letter outlining your experience and qualifications to eric@hoffmanbrobst.com with the subject line:

Office Administrator Application – [Your Name]

We appreciate all applications; however, only candidates selected for an interview will be contacted.

Hoffman & Brobst, PLLP is an Equal Opportunity Employer.