



Title: Office Manager

Organization Description: Established in 1990, Prado & Renteria has grown to become the largest Hispanic-owned CPA firm in Illinois. The firm serves a variety of clients through its specialized practice areas: government, corporations, private companies, and non-profit organizations. We are comprised of professionals with experience in audit, tax and management consulting services.

Prado & Renteria CPAs, Prof. Corp. is currently interviewing candidates for a full-time position as Office Manager. In this position, you will organize and coordinate office administration and procedures in order to ensure organizational effectiveness, efficiency and safety; promote efficiency over the course of project engagements; contribute to team building; and build trust-based relationships with clients. The Office Manager is also responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.

Responsibilities:

- Perform administrative tasks for Partners
- Provide support to staff and office visitors
- Responsible for managing office services by
 - ensuring office operations and procedures are organized,
 - correspondences are controlled,
 - filing systems are designed,
 - supply requisitions are reviewed and approved
 - and clerical functions are properly assigned and monitored
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
 - Includes managing contracts and prices negotiations
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval and staff transfers
- Perform review and analysis of special projects and keep the management properly informed
- Participate actively in the planning and execution of company events
- Partner with Human Resources to maintain office policies as necessary
- Perform other duties, as requested by Firm Administrator (and/or Partners)

Qualifications:

- Degree in Business Administration
- Prior experience in a professional service firm culture

Skills:

- Strong interpersonal and relationship building skills
- Team player with positive attitude
- Strong communication skills
- Able to prioritize and manage multiple assignments
- Creative problem-solving skills
- Initiative
- Attention to details
- Strong computer skills (Microsoft)

To Apply: Email cover letter and resume to: hresources@pradorenteria.com

Prado & Renteria, CPAs Prof. Corp. is an Equal Opportunity Employer.