

Office Administrator

Merrill, Arnone & Jones, LLP

Job Posting

Merrill, Arnone & Jones, a boutique law firm in Santa Rosa, is seeking an office administrator to manage its 6 attorney office. The areas of law practiced are estate planning, public entity representation, family law, real estate, contracts, litigation, intellectual property, business, and attorney-client fee disputes.

The office administrator you will have the following duties:

Human Resources Management

Assist with performance evaluations, hiring, terminations, performance counseling and training.

Maintain personnel records for all employees.

Coordinates vacation schedules of personnel.

Counseling non-attorney personnel who are not complying with firm policies and assisting with disciplinary action when necessary.

Manage staff coverage levels.

Run Payroll, manage benefits.

Management of Firm Finances

Full charge bookkeeping tasks including: all aspects of the accounting functions, post receipts and disbursements, balance the books on a monthly basis.

Compile financial statements and management reports, may draft annual budgets.

At year end, close books and send all financial data and information to accountant for processing.

Review General Ledger coding and Tax Reporting (1099's, business property statements and business tax certificate).

Supervise and assist with billing and collections.

Manage banking relationships and assist with the renewal of the line of credit on a yearly basis.

Management - Office Space, Operating Systems and Office Purchases

Manage records retention.

Assist attorneys with library subscriptions and purchases.

Manage the telephone system and other communication systems.

Organize and assist with office celebrations, picnics, holiday party, birthdays.

Assist with the office lease renewal.

Work with the IT consultant to order new computer equipment and computers and stay on top of changing technology in the industry.

Supervise the day to day client intakes of the office.

Attend biweekly attorney meetings and prepare a report for partners.

Attend legal administrator meetings, when available, for changes in the legal market.

Assist with the purchase of furniture, equipment, breakroom supplies and miscellaneous equipment.

Education and/or Experience:

Four -Year College Degree required or 5 years of prior office management experience in a law firm.

Our firm offers health, dental, disability, simple IRA and HSA benefits with a 3-month waiting period.

Please forward your letter and CV to darnone@majlaw.com.