



Position Description: Accounting & Office Manager

Location	Towson, Maryland – ON-SITE
Purpose	<p>At Greenspring, our Core Purpose is to “help every person live their ideal life” and we are looking for talented people who share this passion. Working at Greenspring gives you the ability to:</p> <ul style="list-style-type: none"> • Own your future with defined career paths and tools, coaching, and support to help you create the future you want • Thrive in a great culture where you’ll be a part of a team of people who are committed to each other’s success • Make a lasting impact on the lives of our clients through the camaraderie of working for a common goal with your peers <p>The Accounting and Office Manager is responsible for the day-to-day business administration, financials and operation of the firm. He/she acts in the best interest of clients, the firm, and employees through a balance of diplomacy, confidentiality, and strict adherence to regulatory requirements. This role is critical to setting and maintaining high service standards for the firm, creating positive client experiences, and for fostering a culture of teamwork and collaboration.</p>
Responsibilities	<ul style="list-style-type: none"> • Firm financials, including month-end reconciliation/closings, Accounts Receivable/Payable, manage budgets, reimbursements • Maintain vendor relationships, equipment, firm IT and contracts • Regulatory requirements and Compliance activities • Facilities management for three locations • Assist the Director of People Operations in new employee onboarding activities • Collaborate with the Administrative Associates across our offices • Assess practices and develop workflows that increase efficiencies
Specific Measures of Success	<ul style="list-style-type: none"> • Quickly responds to requests and resolves open tasks • Proactively eliminates obstacles before they become issues • Ensures that the firm financials are accurate, complete and up to date • Balances critical, time-sensitive and confidential requests with precision and discretion with other assigned responsibilities. • Take great pride in the quality and accuracy of their work product

Job Requirements

Industry/Business Experience	Minimum 2 years in administrative operations, accounting, business operations and/or financial services
Education	College degree or comparable experience
Skills and Knowledge	<ul style="list-style-type: none"> • Expert in Quickbooks and most Microsoft Office applications. Comfortable learning and navigating new technology and software applications. Experience with Salesforce a plus. • Always focused on client needs and customer service • Detail-oriented and methodical • Follows up and follows through • Exceptional organizational skills with a proven ability to multi-task and manage multiple projects • A team player with good interpersonal skills and the ability to work collaboratively across departments • Excellent oral and written communication skills • Demonstrated problem-solving abilities • Ability to excel in a fast-paced, changing environment • A self-starter who is assertive, proactive, independent, flexible and accommodating
Requirements/Additional Information	<ul style="list-style-type: none"> • Start base salary range: \$60,000-\$80,000, with opportunity to earn an additional discretionary annual bonus up to 10% of earnings. • Due to the on-site nature of this role, the Candidate may be ineligible for remote working unless management approval is granted • The Candidate may need to travel between our various offices on occasion; all locations are within driving distance of Towson, MD. • The Accounting and Office Manager will report to the Director of Operations. • The Candidate's first 90 days will include an extensive onboarding/training program.
How to apply	Send your resume and short cover note to careers@greenspringadvisors.com

Firm Profile

Greenspring is consistently ranked as one of the country's leading independent advisory firms. We look to hire talented individuals with leadership potential, integrity, a sharp analytical mind, creativity, and the ability to work interdependently with others. We offer a competitive compensation package including:

- Health, Dental, and Vision Insurance Offered
- Health Savings Accounts
- 401(k) Plan with employer match and discretionary profit-sharing contributions
- Paid Leave & Vacation Allowance
- Paid Short-Term and Long-Term Disability Insurance
- Paid Group Life Insurance
- Free financial planning and investment management services
- Eligibility for GREEN Units (equity compensation) after 2 years with the firm
- Annual professional development stipend for continuing education, courses, conference attendance, etc.
- Cellphone Usage Reimbursement
- Matching Gifts Program
- Stand-up desks, dual computer monitors, monthly social events, and volunteer hours
- Paid parking in our adjoining garage

Greenspring is an Equal Opportunity Employer. It is the policy of the Company to provide equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employees for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.