

## Open Position for Operations Associate

### ***About Us***

Johnson Global Accountancy (JGA) advises and assists public accounting firms to achieve the highest level of audit quality. All CPAs and former PCAOB inspection staff, Johnson Global professionals are passionate and practical about working alongside firm leadership to ensure right controls, policies and practices are implemented throughout the organization. We keep a close pulse on the PCAOB and regulatory environment and how it affects our clients. Johnson Global has locations in Atlanta, Denver, Henderson, New York City, and Washington, D.C.

### ***Description***

We have a full-time position available for an Operations Associate to optimize logistics and daily operations of our offices and support our client-serving professionals in marketing and business development activities. This position will be performed at our Henderson office.

The Operations Associate's responsibilities will include, but not be limited to, the following:

- Assist with monthly reporting, billing, and collection functions
- Assist with the development and implementation of the Firm's marketing strategy;
- Assist with business development initiatives, including proposals, thought leadership, and networking and training events;
- Assist with human resources matters such as new hire onboarding, documentation, and employee benefits implementation and administration;
- Create and edit documents and presentations;
- Perform other projects as needed.

### ***Requirements & Qualifications***

The ideal candidate's qualifications should include:

- Prior experience in executive assistant, administrative assistant or office operations in a small or start-up environment in the professional services industry;
- Meticulous attention to detail;
- Exceptional communication skills;
- Ability to think strategically and execute tactically in a start-up environment;
- Experience in QuickBooks preferred;
- A high level of experience in Microsoft Word, Excel, and PowerPoint is required;
- Project management skills and able to plan and perform on multiple tasks at the same time; and
- Must be willing to travel domestically up to 10% annually.

**This is an in-office position, Monday - Friday 8:00AM - 5:00PM PST.**

***What We Offer***

JGA offers a competitive total rewards program, including:

- Generous PTO (time off) program
- Company-sponsored traditional and Roth 401(K) program
- Annual non-discretionary company contributions to your retirement account, immediately vested
- Company-sponsored and subsidized medical, dental and vision
- Professional license and membership fee reimbursement

JGA is an equal opportunity employer and does not discriminate based on race, color, national origin, religion, gender identity, sexual orientation, marital status, gender, sex, disability, veteran or military status, genetic information, or any other characteristic protected under all applicable laws. JGA is committed to offering reasonable accommodations to job applicants with known disabilities, to the extent required by applicable law. If you need assistance or an accommodation due to a disability, please contact us at [hr@jgacpa.com](mailto:hr@jgacpa.com).

For more information or to apply, please send resume and cover letter to [info@jgacpa.com](mailto:info@jgacpa.com).