



## **Project Coordinator Role**

**Location:** Remote – West Coast Applicants Only

**Position Type:** Full-Time

**Schedule:** Monday to Friday | Available During Pacific Time Zone Business Hours

## **About BryMar CPA**

BryMar is not your average accounting firm. We are a forward-thinking CPA firm passionate about helping organizations strengthen their financial operations and make a greater impact in their communities. While we take pride in delivering high-quality accounting and audit services, we are equally proud of the culture we have built along the way.

At BryMar, we value open and honest communication, meeting timelines, collaboration, continuous improvement, and creating an environment where people genuinely enjoy working together. We specialize in serving nonprofit organizations and purpose-driven clients throughout the West Coast and beyond.

We are growing and looking for a highly organized, detail-oriented, proactive, and people-focused Project Coordinator to help support our internal operations, client experience, project management processes, and team coordination efforts.

## **Position Overview**

The Project Coordinator plays a key role in keeping projects, people, and processes moving efficiently across the firm. This position blends project coordination, administrative operations, client communication, scheduling, and internal support responsibilities into one highly collaborative role.

This is an ideal opportunity for someone who thrives in a fast-paced professional services environment, enjoys solving problems, communicating with clients and teams, improving processes, and helping projects stay organized and on track.

The ideal candidate is detail-oriented, proactive, adaptable, tech-savvy, and comfortable balancing multiple priorities while maintaining a positive and professional attitude.

## **Key Responsibilities**

### **Project & Client Coordination**

- Coordinate multiple client engagements and internal projects simultaneously while ensuring timelines and deliverables stay on track
- Assist partners, managers, and team members with project scheduling, workflow coordination, and deadline management
- Maintain and track projects, milestones, and assignments within Monday.com and other internal systems
- Support engagement setup, client onboarding, proposal coordination, and engagement letter tracking
- Communicate directly with clients regarding timelines, outstanding items, eSignatures, follow-ups, scheduling, and surveys
- Help ensure a smooth and organized client experience throughout engagements
- Prepare meeting agendas, summarize meeting notes, and track action items

### **Administrative & Operational Support**

- Provide administrative support to leadership and team members as needed
- Coordinate internal meetings, team activities, trainings, partner travel, and firm events
- Maintain organized electronic records, templates, and process documentation
- Assist with process improvement initiatives to enhance team efficiency and communication
- Help monitor internal workflow and proactively identify areas needing follow-up or support
- Support recruiting coordination, resume tracking, and interview scheduling when needed

### **Accounting Firm Support**

- Assist with audit and tax administrative processes, including electronic filing, audit requests, and report assembly
- Support proposal preparation and marketing coordination efforts
- Assist with light accounting-related administrative tasks such as accounts payable coding, accounts receivable collections, and internal tracking
- Collaborate with various departments to support firm-wide initiatives and special projects

## **Preferred Qualifications**

- 3+ years of experience in project coordination, administrative operations, client services, or office management within a professional services or accounting firm environment
- Strong organizational and multitasking skills with exceptional attention to detail
- Experience using Monday.com, Microsoft Office Suite, Teams, and cloud-based collaboration tools a plus
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and shifting deadlines in a fast-paced environment
- Proactive mindset with strong follow-through and problem-solving abilities
- Comfortable working independently in a remote environment while staying highly collaborative
- Experience supporting leadership teams, client projects, or operational workflows preferred

## **Why Join BryMar?**

### **Benefits & Perks**

- Annual Bonus Opportunities
- New Business Referral Bonus
- Employee Referral Bonus
- Ongoing Career Development & Growth Opportunities
- Flexible Remote Work Environment
- Company-Provided Laptop, Monitors & Docking Station
- Quarterly Stipend for Supplies, Cell Phone & Internet
- 401(k) Match
- Annual Firm Retreat
- Gym Membership Reimbursement
- Health Insurance Coverage
  - 80% Employee Coverage
  - 50% Dependent Coverage
  - Dental & Vision Included
- Approved Time Off (ATO)

## **BryMar Core Values**

### **Positive Environment**

We foster a culture of empathy, collaboration, support, and growth for both our team and our clients.

### **Work Smarter, Play Harder**

We leverage technology, innovation, and teamwork to work efficiently while supporting a healthy work-life balance.

### **Open & Honest Communication**

We value transparency, accountability, and respectful collaboration.

### **Meet Timelines**

We are committed to strong project management, responsiveness, and delivering high-quality work on time.

### **Financial Responsibility**

We uphold integrity, accountability, and sustainability in everything we do.

### **West Coast Applicants Only**

To support collaboration and team connectivity, we are currently seeking applicants located within the West Coast region of the United States and available during Pacific Time Zone business hours.

### **How to Apply**

Ready to join a growing firm where your work truly makes an impact?

Submit your resume and a brief cover letter explaining why you would be a great fit for the Project Coordinator role at BryMar CPA on this [form](#).

Learn more about us at: [www.BryMar.cpa](http://www.BryMar.cpa)

BryMar CPA, LLP is an equal opportunity employer and encourages candidates from all backgrounds to apply.