

FAMILY OFFICE TAX AND OPERATIONS MANAGER

CONFIDENTIAL FAMILY OFFICE SEARCH

This confidential search is being conducted on behalf of an entrepreneurial family and a successful privately held operating business. The employer and Family Principals will be shared later in the interview process.

POSITION SUMMARY

Position Title	Family Office Tax and Operations Manager
Reports To	Corporate Controller and Family Principal(s)
Employment Type	Full-Time
Work Location	On-Site Bozeman, MT (Relocation Costs Negotiable)
Compensation	\$130,000 - \$170,000
Benefits	401k, Medical, Dental & Vision Insurance, HSA/FSA, Paid time off, Life insurance, Long & Short-Term Disability, EAP, Professional development assistance
Target Start Date	As soon as possible

The Family Office Operations Manager is the first and foundational hire for a newly established Family Office operating alongside a successful founder-owned business. This is a highly trusted role, responsible for running the day-to-day accounting and operations of the Family Office. The Family Office Operations Manager will work directly with the Controller of the Client Operating Business and the Family Principal(s), with a time allocation of 50% to the Client Operating Business finance and accounting function and 50% to the Family Office. This role will serve as the primary point of contact for the Family's professional advisors, property managers, and other service providers. The primary work location will be the Client Operating Business headquarters, working closely with its finance and accounting team. However, this role's primary responsibility is specific to serving the Family, and secondarily the Client Operating Business, and will involve offsite work locations depending on the needs of the Family / Family Office.

This is not a management role overseeing an existing team. It is a builder and implementer role: the Family Office Operations Manager will establish systems, create processes, and take ownership of all Family Office functions. This person will own and perform the functions within the operational pillars of the Family Office — not just coordinate them. They will be the institutional memory of the Family Office, the keeper of its processes, and the first line of accountability. The person in this role must have significant experience in accounting, tax, and business operations. Success in this role means that the Family can step back from day-to-day administrative and operational tasks with full confidence that nothing falls through the cracks.

PRIMARY RESPONSIBILITIES

Client Operating Business - Finance and Accounting Support (50% time allocation)

- Act as the primary liaison between the Family Office and the Client Operating Business and its affiliated operating entities concerning all operational matters such as project coordination, inter-entity invoicing, project reconciliations, tax analysis, tax planning, and tax strategy.
- Work closely with Client Operating Business accounting team to assist in and reconcile monthly and quarterly intercompany invoices to the Family Office.
- Maintain detailed working papers on a monthly or quarterly basis, converting all required general ledger account data into tax-oriented working papers that flow through to quarterly tax analysis and estimated

tax liabilities and payment requirements for Client Operating Business and its related operating companies.

- Maintain and update as required, the tax planning and calculation spreadsheets for each the Client Operating Business and affiliated entity, to include current tax rates by tax type and state, forecasted revenue apportionment by state, forecasted EBITDA by state, period to date payments or credits applied, and remaining estimated taxes due.
- Coordinate the Client Operating Business and affiliated entity quarterly estimated tax payments with the Corporate Controller
- Ensure that the Client Operating Business and affiliated entity tax strategies are congruent with Family Office tax strategies
- Track and coordinate all annual entity filings for the Client Operating Business and affiliated entities, franchise taxes, registered agent renewals, and state compliance requirements
- Work closely with the senior administrative leadership of the Client Operating Business to establish cadence of standard communications, meetings, processes, and procedures as required.
- Other duties as assigned by the Controller of the Client Operating Business

Family Office Operations and Accounting (50% time allocation)

1. Accounting & Financial Operations

- Own all bookkeeping for Family entities and personal/household accounts
- Manage all bill pay functions: invoice receipt, coding, approval routing, payment execution, and confirmation
- Prepare and distribute the monthly financial package by the 15th of each month, including net worth summary, income statement, balance sheet, and cash flow
- Maintain detailed working papers on a quarterly basis, converting all required general ledger account data into tax-oriented working papers that flow through to quarterly tax analysis and estimated tax liability and payment requirements for Family Office and Family Principal(s).
- Coordinate quarterly estimated tax payments with the Corporate Controller and External CPA/Firm; initiate and confirm payments on schedule
- Reconcile all bank, credit card, and investment accounts monthly
- Maintain organized, complete books ready for External CPA/Firm year-end review and tax preparation
- Other duties as assigned by the Family Principal(s).

2. Tax Coordination

- Maintain the annual Tax Document Checklist and coordinate collection of all W-2s, 1099s, K-1s, brokerage statements, and charitable receipts
- Deliver a complete, organized tax document package to External CPA/Firm by the agreed date each year
- Track all federal and state tax filing deadlines across all entities; coordinate with External CPA/Firm on extensions
- Support Corporate Controller and External CPA/Firm in implementing planning strategies: confirm year-end transactions are executed, track contributions, and document planning decisions
- Participate in tax planning meetings with Corporate Controller and External CPA/Firm and Family Principal(s) as needed

3. Entity & Legal Administration / Governance

- Maintain the master Entity Register for all LLCs, trusts, partnerships, and other entities
- Track and coordinate all annual entity filings for Family Office entities, franchise taxes, registered agent renewals, and state compliance requirements
- Serve as the operational liaison to legal counsel for administrative and compliance matters
- Maintain organized digital files of all formation documents, operating agreements, trust documents, etc.

4. Risk Management, Insurance & Internal Controls

- Implement and enforce the Family Office's internal controls framework: segregation of duties, payment approval protocols, dual-authorization procedures
- Maintain the insurance renewal calendar for Family insurance policies; coordinate annual policy reviews with Family insurance broker
- Ensure all cybersecurity protocols are followed: MFA on all accounts, password manager usage, wire transfer verification procedures
- Conduct annual reviews of vendor access for all Family locations and personal properties, employee access, and account permissions

5. Property & Asset Administration

- Maintain and coordinate property tax payment schedules across all Family property locations and personally owned properties
- Manage vendor relationships and track service agreements, insurance certificates, and renewal dates for each Family-owned property
- Coordinate with existing property managers; track Family capital projects and budgets

6. Advisor Coordination

- Serve as the primary operational contact for the Family's professional advisors: CPA, estate attorney, insurance broker, and others
- Prepare materials, coordinate schedules, and follow up on action items from advisor meetings
- Maintain a current contact list with all advisor names, firms, contacts, and scope of service
- Ensure that advisors are receiving the information they need from the Family Office, and that the Family is receiving the information they need from them

7. Household & Lifestyle Support

- Support existing property manager in managing household and administrative needs as directed by Family Principal(s)
- Assist with mail and paperwork organization, errand coordination, and other personal assistant functions as directed
- Provide financial education to younger Family members as directed by Family Principal(s)
- Coordinate the delivery of other needed services to the Family Principal(s) as they arise

8. Systems, Process & Documentation

- Build and maintain the Family Office's document management structure in M365 SharePoint, utilizing the same file naming and organization schema that is utilized by the Client Operating Business.
- Maintain and refine the Family Office's existing SOPs and process documentation on an ongoing basis, utilizing the same formats and policy organization utilized by the Client Operating Business.
- Identify opportunities to automate, streamline, or improve operational workflows
- Maintain all registers, trackers, and calendars used by the Family Office in implementation of services

REQUIRED QUALIFICATIONS

Education

- Bachelor's degree required; degree in Accounting, Finance, Business Administration, or a related field strongly preferred
- Master's degree in taxation is a significant plus
- CPA, CMA, or equivalent professional designation is a significant plus

Experience

- Minimum 10+ years of relevant experience in one or more of the following: family office / private client accounting, public accounting (tax or audit), or CFO/Controller function for a private entity or family-owned business
- Direct experience in a family office or ultra-high-net-worth personal CFO environment is highly preferred

- Demonstrated experience managing multi-entity accounting: LLCs, partnerships, trusts, and personal/household accounts
- Experience preparing or coordinating financial statements, management reports, and year-end tax packages
- Meaningful exposure to estate and trust administration, or direct work with estate planning attorneys and CPAs in a coordination capacity
- Prior experience as a first hire or in a startup / build-from-scratch environment is a strong differentiator
- Significant (5 years or more) tax analysis and tax preparation experience in multi-entity and multi-national LLC's, partnerships, trusts, and/or non-profits.
- Experience in co-developing (along with other tax team members) family office tax strategy is a significant plus.
- Experience in foreign country tax treatment of family holdings, particularly Canadian taxation is a significant plus.

Technical Skills

- Proficiency in accounting software: QuickBooks Online, QuickBooks Desktop, Sage Intacct, or comparable platform. Strong preference for Sage Intacct or other AICPA recommended ERP software.
- Strong understanding of GAAP and utilization of GAAP principles applicable to family office reporting.
- Experience in setting up and maintaining ERP systems.
- Advanced proficiency in Microsoft Excel (pivot tables, financial modeling, reconciliations)
- Strong working knowledge of Microsoft 365 environment: Outlook, SharePoint, Teams, OneDrive
- Familiarity with online banking and treasury platforms used by private banks and custodians
- Working knowledge of federal and state tax compliance requirements: 1040, 1041, 1065, K-1s, PTET, and estimated taxes
- Experience with document management systems; ability to build and maintain an organized digital filing structure

Personal Competencies

- **Discretion & Confidentiality:** Absolute trustworthiness with highly sensitive personal and financial information; the highest standard of confidentiality is non-negotiable.
- **Ownership Orientation:** Takes initiative, anticipates needs, and follows through without being asked; treats this role as their own operation to build and run.
- **Precision & Attention to Detail:** Zero tolerance for errors in financial data, deadlines, or documentation; brings meticulous care to every task.
- **Communication and Relationship Driven: Communicates clearly, professionally, and appropriately with Family Principals, Client Operating Business personnel, and outside advisors to ensure effective relationships; adapts style to audience.**
- **Prioritization:** Manages a high volume of concurrent tasks and deadlines without dropping anything; knows when to escalate and when to execute.
- **Calm Under Pressure:** Handles complexity and competing demands with steadiness; does not require handholding in ambiguous situations.
- **Systems Thinker:** Sees the whole landscape, builds processes that scale, and documents work so the family office is never dependent on any single person's memory.

WHAT SUCCESS IN THIS ROLE LOOKS LIKE

In the first 90 days, the Family Office Operations Manager will have:

- Completed a full orientation to the Family's entities, accounts, advisors, and current state of operations
- Fully oriented themselves to the existing core SOPs of the Family Office across all operational pillars
- Oriented themselves to the current processes for bill pay, bookkeeping, and cash management functions
- Established the document management structure in M365 and migrated or organized existing materials
- Conducted an introductory meeting with each key professional advisor
- Produced the first monthly financial package under their ownership

- Established themselves as the subject matter expert for administration of the Family Office

At the six-month mark, the Family Office Operations Manager will have:

- Performed an analysis of current processes and operations against the SOP objectives
- Identified and documented the highest-priority process priorities, gaps and improvement opportunities
- Assumed ownership over tasks that the Family Principal(s) had previously performed and sought to delegate to the Family Office
- Earned the complete trust of Family Principal(s) as the person they rely on to manage the operational life of the family office
- Firmly established themselves as the leader of the Family Office operations

SEARCH PROCESS

Candidates for this position are being identified through a confidential search process. All inquiries should be directed to the contact information below.

Simplify Wealth LLC
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This position description is confidential and intended solely for prospective candidates and authorized representatives. Please do not share or distribute without authorization.