

## CE&C Controller

### **About this role:**

The strength of our Firm management group allows our team of 50+ professionals to offer industry-leading tax, corporate, real estate, and estate planning legal services. We are seeking an experienced accounting professional in the role of “controller” to join us.

The ideal candidate will have proven industry experience as a senior-level accountant. Specific experience in the legal industry or partnership ownership is highly desired. As a strong communicator, you will make it your mission to streamline our billing, payroll, and financial reporting processes. You will produce thorough financial-status reports for the partner group to help improve our operational efficiency and aid in our continued growth.

This position is full-time, in person, and will manage other employees on the accounting team. Some hybrid flexibility will be considered.

We are an established law firm serving the southeast for over 40 years, located in the South Park area of Charlotte, NC. We offer a competitive salary and challenging yet rewarding work with professionals who are passionate about providing high-level service to their clients. Employee health insurance and 401K contributions are part of the paid benefits package we offer, along with 11 holidays a year, and 15 days of Paid Time Off per year.

### **Qualifications**

- Strong analytical, technical, communication, and management skills
- Solid experience in Elite 3E platform or other time and billing systems
- Bachelor's degree in accounting or finance required with 7+ years of related experience, preferably at a mid-size law firm
- Advanced knowledge of accounting and financial principles, regulations, and best practices, as well as required reporting for applicable state bars; specific to the legal industry preferred
- Strong Excel software skills required
- Must have a strong technology-driven aptitude and the ability to navigate a fast-paced, client-oriented environment
- Proven payroll knowledge and experience
- Working knowledge of federal, state, and local tax compliance rules, regulations and reporting
- Focused on controlling expenses and managing vendor relationships
- CPA license is desirable, yet not required

### **Responsibilities**

- Assessing current accounting operations, offering recommendations for improvement, and implementing new processes as directed by the partner group
- Maintain tax compliance and compliance with applicable governmental agencies and reporting requirements

- Work with partner group and clients on aged unpaid bills and cash receipts applications
- Be the point of contact for external accountants
- Manage two direct reporting persons on the accounting team
- Be part of a collaborative management support team (firm management, HR, accounting) that routinely assists one another and works closely together
- Provide comprehensive financial updates to the partner group by evaluating, analyzing, and reporting appropriate financial data points
- Develop, implement, and maintain financial controls and guidelines
- Achieve budgeting goals with proper scheduling, analysis, and corrective action
- Guide financial decisions by applying company policies and procedures to the current economic landscape
- Manage payroll processing, partner distributions, and retirement plan contributions
- Help develop and support short and long-term operational strategies and goals

#### **Daily and Monthly Responsibilities**

- Manage and monitor all accounts, ledgers, and reporting systems ensuring compliance with applicable regulatory requirements
- Maintain strong internal control safeguards for the receipt of revenue, costs, and both team and organizational budgets and actual expenditures
- Communicate with Partner Group and address special projects as assigned
- In conjunction with the partner group, establish financial and operating benchmarks and reporting standards on a bi-weekly, monthly, and annual basis
- Implement consistent accounting policies, practices, and procedures across all programs