

## **Accounting Director/CFO**

Carlock, Copeland & Stair, LLP, a mid-sized law firm headquartered in Atlanta, Georgia has an immediate need for an Accounting Director/CFO to be located in its downtown Atlanta office. The successful candidate will oversee the Firm's financial operations, manage our Accounting Department, and provide strategic leadership to the Firm with respect to financial matters. This is a hands-on position that requires strong organizational, analytical, and interpersonal skills and an ability to communicate effectively with individuals at every level of the Firm. The position reports to the Executive Director and Managing Partner and will work closely with the Executive Committee, Practice Group Leaders, and other Administrative Directors to drive revenue and profitability.

### **General Responsibilities**

- **Accounting Operations.** Provide overall direction and supervision of the accounting functions of the Firm to include management of the staff and outsourced provider relationship, general ledger, time entry, billing (including e-billing), collections, cost accounting, accounts payable, and some payroll functions. Develop, document, communicate, and enforce policies and procedures relating to all financial functions and expense guidelines.
- **Financial Analysis and Profitability.** Assist with the financial management process to include monthly & annual report design, benchmarking, analysis, education, and communication of same.
- **Personnel Management.** Assist with HR function of the Accounting Department staff to include hiring/dismissal, training, workflow, and performance evaluations. Manage the staff and outsourced provider relationship and work to ensure coverage and appropriate backup for each role.
- **Treasury Function.** Establish and maintain operational procedures and segregation of duties to safeguard both the assets of the Firm, and integrity of the accounting function. Assist with cash management, investing, budgeting and forecasting.
- **Special Projects.** Assist with the identification, procurement, and implementation of new automation as well as other projects as assigned by the Partners, Controller or Executive Director.

The ideal candidate will:

- At minimum, have an undergraduate degree in accounting; advanced degree preferred.
- Preference also given to local candidates that hold a current CPA designation.
- Have seven+ (7+) years of experience in the professional services industry. Prior law firm experience including work with Tier I Time & Billing systems preferred.
- Have previous management experience of a team of at least five (5) personnel.
- Possess advanced analytical skills and be an advanced / power user of Excel.
- Excellent verbal and written communication skills are a must.
- Have a strong work ethic, be able to meet deadlines and work well under pressure while maintaining a positive customer service orientation.

The Firm offers an enjoyable working environment along with competitive compensation and benefits. Qualified candidates should submit their resume for consideration to [CCSstaffjobs@carlockcopeland.com](mailto:CCSstaffjobs@carlockcopeland.com).