

## Controller

An integral member of the Administration Team, the Controller is responsible for providing accurate and timely budgeting, reporting, analysis, and control of the Firm's finances. The Controller reports to the Chief Operating Officer and will supervise the Firm's accounting team. Reporting to this position are the Accounting Specialists, Payables Specialists, and Billing/Collection Specialists. Working contacts include all attorneys, staff members, and vendors.

### **Job Responsibilities, including but not limited to:**

- Assists the Chief Operating Officer in managing the Firm's financial, accounting, and banking activities.
- Prepares analyses as instructed regarding agreements and contracts the Firm considers.
- Tracks progress of Firm in meeting financials and profitability goals and assists in setting strategic goals by preparing qualitative and quantitative data.
- Develops financial plans, budgets and projections for the Board of Directors, Chief Operating Office, and Membership.
- Participates in vendor selection and in the selection of tools that assist attorneys in reaching productivity goals.
- Manages and supervises the preparation of detailed monthly financial reports required for management decision making or to analyze specific aspects of the Firm.
- Prepares and distributes reports indicating monthly productivity and distribution of profits.
- Responsible for the overall preparation of the Firm's annual budget, including supporting materials, and recommending expenditure controls.
- Recommends improved systems for accounting, timekeeping, billing and collections, as necessary.
- Ensures accounting system upgrades are installed and user security is maintained.
- Oversees the management of the Firm's daily cash position, including the analysis of future cash requirements and use of the Firm's operating line of credit.
- Manages the Firm's general ledger and related reporting functions.
- Develops and enforces appropriate internal financial controls to protect the Firm from the risk of loss.
- Manages the Firm's client trust accounts.
- Prepares necessary schedules and other requested documents in support of the annual tax return; distributes resulting K-1s to Members.

## Mitchell, Williams, Selig, Gates &amp; Woodyard, P.L.L.C.

- Builds and maintains relationships with the Firm's banks and accountants.
- Assists in administering the firm's profit-sharing plan, including computation and payment of contributions, along with the Director of Human Resources and the Chief Operating Officer.
- Supplies appropriate members with information on delinquent receivables and client advances to encourage collection of both.
- Assists the Member Compensation Committee by gathering data and compiling all necessary materials for presentation to the Committee for consideration of Member compensation.
- Provides Members with O-Goals, WP goals, hourly rates, billable hours, income projections, CLE, and other dues as needed for their annual compensation meetings.
- Prepares the annual capital contribution requirements by Members.
- Reviews and updates the Business Continuity Plan that deals with organizational emergencies, as needed, and performs the responsibilities as outlined in that document.
- Fosters a culture of positive, engaged staff.
- Performs other duties and projects as required.

**Physical and Sensory Requirements (With or Without the Use of Mechanical Devices):**

Mobility, reaching, bending, lifting, grasping, fine hand coordination, ability to talk and hear, ability to read and write, ability to communicate with personnel, and ability to remain calm under stress.

**Qualifications**

- Bachelor's degree in accounting, preferably a CPA.
- Five or more years directly related work experience.
- At least one year in a supervisory capacity.
- A strong background in the use of computerized accounting systems as well as excellent interpersonal communications skills.
- Must be able to relate professionally and positively to staff and to work cooperatively with firm personnel.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulations, pass post-offer drug test, and pass post-employment physical exam, if required.
- Must be capable of performing the essential job functions of this job, with or without reasonable accommodations.

To apply, visit [mitchellwilliamslaw.com/careers](http://mitchellwilliamslaw.com/careers). For more information, contact our Director of Human Resources Kimberly Smith at 501-688-8838 or [ksmith@mwlaw.com](mailto:ksmith@mwlaw.com).