



**JOB TITLE:** Controller

**STATUS:** Exempt

**Type:** Full Time

Reporting to the Director of Finance, the Controller manages a team of three and is responsible for a high transaction volume general accounting function under the tax basis of accounting. The ideal candidate is “hands-on,” detail oriented, loves numbers, and is fanatical about good spreadsheet design and workpaper documentation. S/he is energized by the prospect of joining the team in the midst of an ERP implementation and supporting a multi-year, multi-phased effort to optimize and automate current manual financial business processes.

**Qualifications:**

- 10+ years progressive, full-scope accounting and financial reporting experience including experience supervising staff.
- Experience with a law firm or professional services environment preferred, but not required.
- Intermediate Excel skills required (pivots, lookups, and complex formulas).
- Proven ability to streamline processes and automate workflows to eliminate or significantly reduce manual work effort.
- Strong communication skills (written, verbal); able to explain complex information clearly and concisely with limited use of jargon and acronyms.
- Project management skills; leverages checklists/trackers, project plans, etc. as needed to manage, document and monitor work.
- Experience with financial system implementations or upgrades preferred.
- Experience supporting financial statement audits preferred.
- Knowledge of 401k and profit sharing plan compliance and reporting is desirable.
- Superior knowledge of best practices with respect to general ledger transaction documentation (e.g. ledger line item text descriptions feeding data warehouse), general workpaper documentation, process documentation, system documentation, etc.
- Superior analytical, critical thinking and problem solving skills.
- Ability to learn new software quickly and teach others in its use.
- Proven ability to establish structure, organization, and SOPs.
- Analytical ability to develop and implement improvements or recommendations.
- Must work with discretion and maintain the absolute confidentiality of client matters.

**Education:**

- BS degree in Accounting, Finance or equivalent related work experience.
- Master of Accounting or Master of Business Administration preferred
- CPA desirable, but not required

Please send your resume to [humanresources@smithlaw.com](mailto:humanresources@smithlaw.com).

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