



JOB TITLE: Director of Finance

STATUS: Exempt

Type: Full Time

Smith Anderson is looking for a Director of Finance.

This position will lead our accounting team and manage various financial planning and analysis tasks, including banking relationships, leasing arrangements, month-end close, monthly management reporting, strategic planning, annual budgeting, conflicts reporting, tax reporting, profit sharing plan administration, forecasting, financial modeling, and other analysis as needed. The Director of Finance is responsible for designing and maintaining policies and procedures that support efficient and effective processes as well as maintaining strong internal controls. This position is responsible for the overall accounting/finance team management, staff development and planning. It is essential that the Director of Finance have the ability to understand and work well in a professional services partnership environment and contribute to operational efficiencies. The person in this position should have a desire to work within a diverse, collaborative, and driven professional environment.

Qualifications:

- 5+ years' of direct management/supervisory experience; including training and evaluation of staff
- 10+ years in professional services or similar environment
- 5+ years' experience in non-accounting areas such as IT, HR, facilities or other
- Possess strong analytical and problem solving skills
- Experience working through process improvements and system implementations
- Strong Excel and MS Office skills
- Experience with continuous improvement and change management
- Project management skills for systems implementations
- Excellent verbal and written communication skills

Education:

BS degree in Accounting or Finance; CPA a plus or equivalent related work experience.

Please send your resume to humanresources@smithlaw.com.

Smith Anderson is an equal opportunity employer committed to creating and maintaining a diverse work force. It is the policy of this Firm to recruit, hire, train, develop, promote and compensate employees without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, genetic information, disability or covered veteran status.