

Carlson Caspers, Director of Finance

We are seeking an experienced and strategic Director of Finance to lead the firm's financial operations. This leadership position is responsible for overseeing all accounting and financial activities while ensuring the firm's financial health, compliance, and operational efficiency.

Key Responsibilities

- Oversee all accounting and financial operations for the firm.
- Manage general accounting functions, including month-end and year-end close processes.
- Direct billing operations and ensure timely and accurate client invoicing.
- Develop and monitor the firm's annual budget and financial forecasts.
- Manage payroll processing and ensure compliance with all applicable regulations.
- Supervise billing, accounts payable, accounts receivable staff and process.
- Prepare financial statements and reports for firm leadership.
- Maintain internal controls and ensure compliance with accounting standards and firm policies.
- Collaborate with firm leadership on financial planning and decision-making.

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field (CPA preferred).
- 7+ years of accounting experience in a leadership role.
- Experience managing accounting operations, including general accounting, billing, budgeting, and payroll.
- Previous supervisory experience with accounting or billing staff.
- Strong analytical, organizational, technical and problem-solving skills.
- Excellent communication and leadership abilities.
- Experience in a law firm or professional services environment is preferred.

What We Offer

- Competitive salary and comprehensive benefits package.
- Annual salary range of \$150,000 - \$200,000 commensurate with experience.
- Professional and collaborative work environment.

If you are an experienced finance professional with a passion for leadership and operational excellence, we encourage you to apply. Submit resume and cover letter to Mary Laschansky, Director of Operations, mlaschansky@carlsoncaspers.com.