

# Director of Finance & Accounting

**Location:** Hybrid (3 days in office)

**Employment Type:** Full-Time, Exempt

**Reports To:** Managing Shareholder

## Position Summary:

The Director of Finance & Accounting is a senior leadership role responsible for the strategic direction, oversight, and daily management of the Firm's accounting and financial operations. This hands-on leadership role partners closely with Managing Shareholders and the Administrative Management Team to drive financial performance, operational efficiency, compliance, and long-term business goals. This role is ideal for a leader who enjoys being close to the numbers, managing complex processes, and personally driving accurate, timely financial operations while partnering with firm leadership with ambition for career growth and advancement.

## Key Responsibilities:

### Strategic & Financial Leadership

- Partner with Managing Shareholders on financial strategy, planning, and execution.
- Develop and oversee firm budgets, financial forecasts, and cost-control initiatives.  
Including, but not limited to:
  - Prepare, analyze, and present monthly financial, compensation, profitability, and shareholder reports.
  - Manage and prepare budgeting, forecasting, cash flow monitoring, and expense control on an ongoing basis
  - Personally review and analyze monthly financial statements, profitability reports, WIP/AR, and shareholder compensation
- Lead all year-end processes, including compensation calculations, profit sharing, deferred compensation, distributions, and shareholder transitions
- Support lateral attorney recruitment through financial analysis and integration planning.
- Lead accounting system enhancements and explore technology and AI solutions to improve efficiency and accuracy.

### Accounting Operations & Compliance

- Own the day-to-day accounting and finance operations including general ledger, payroll, billing, collections, trust accounts, and reconciliations.
- Ensure compliance with OLTA rules, tax and payroll regulations, and audit requirements.
- Manage internal controls and safeguards to mitigate financial risk and prevent fraud.

### Leadership & People Management

- Lead and develop the accounting team, directly supervising the Accounting Manager, Billing Manager, A/P & A/R Manager and accounting staff.
- Work collaboratively with others in Administrative Management Team (AMT) to address maximize efficiency of Firm operations and creating efficiencies and maximizing productivity of Firm Shareholder and attorneys.
- Serve as an administrative member of the Profit-Sharing Committee and, as needed, on other firm ad hoc committees.

### **Required Qualifications**

- Bachelor's degree in Accounting.
- Minimum of 10 years of progressive accounting and finance experience
- Proven ability to lead teams, manage confidential information, and operate effectively in a fast-paced, professional services environment.
- Strong expertise in budgeting, financial reporting, payroll, audits, and cash management.
- Advanced proficiency with accounting systems and complex spreadsheets.
- Detail-oriented, execution-focused leader who is comfortable rolling up their sleeves.
- High level of discretion and ability to manage sensitive and confidential information.

### **Preferred Qualifications**

- Experience in a law firm environment.
- Experience with the Elite accounting system.
- Prior work with external auditors, bankers, payroll processors, and retirement plan administrators.

### **Work Environment & Expectations**

- Hybrid work schedule with an expectation of being in the office three days per week.
- Availability required during peak year-end processes, including the last week of the year.
- Limited travel to firm offices and professional meetings as needed.

Recognized year after year as one of the “Best Places to Work” by NJBiz (2025), The Philadelphia Inquirer (2025) and Philadelphia Business Journal (2024). Flaster Greenberg offers the opportunity to build your legal career by working with top attorneys and professionals in the legal community at a firm that is dynamic and produces high quality work in a congenial office atmosphere and hybrid work environment. We offer a competitive compensation, discretionary bonus, and a comprehensive benefit package. For immediate consideration, please submit your resume in confidence to Attn: Karen Roberts, CPO at [karen.roberts@flastergreenberg.com](mailto:karen.roberts@flastergreenberg.com).