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Note: The job description posted below is just a sample and not specific to any one law firm. It is provided to you by the New York Chapter of The Association of Legal Administrators and should be used only as a guide.

JOB DESCRIPTION

JOB TITLE: Comptroller, Accounting Manager **FLSA STATUS:** Exempt

DEPARTMENT: **SUPERVISOR:** Accounting Administrator or Executive Director

SUMMARY: Responsible for the law office's financial management function. Assists the Administrator in preparation of financial analyses, budget and reports. Performs a variety of administrative, accounting and bookkeeping duties in order to maintain accurate financial and billing records and reports. Observes confidentiality of client and firm matters. Supervises the accounting department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: "Essential functions" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.¹

1. Oversees and directs all general accounting functions, including chart of accounts and general ledger, procedural aspects of the billing process, cash receipts and accounts receivable, accounts payable, fixed assets, petty cash, bank reconciliation and client trust funds.
2. Establishes and maintains appropriate internal controls to safeguard assets, to ensure proper accounting of transactions and to promote operational efficiency within the Accounting Department and throughout the law office.
3. Responsible for monitoring cash flow and performing cash management, including borrowing against lines of credit, investment of liquid assets, maintaining adequate compensating balances, and overseeing performance of lock box services.
4. Responsible for operation and maintenance of computerized accounting system.
5. Assists in the preparation of annual budget, distributes monthly financial statement with written analysis; traces financial results on an on-going basis and prepares projections of expected results.
6. Supervises payroll and payroll withholding function and coordinates employee payroll matters with the Human Resources Department.
7. Assists in monitoring the inventory of unbilled time and disbursements and accounts receivable; meets with timekeepers as necessary to resolve problem cases; drafts memoranda.
8. Coordinates annual audit of law office's financial records.
9. Uses and is familiar with all financial computer systems, manuals and procedures, maintains and updates procedural manuals as needed.
10. Insures the maintenance of accounting retention files for required period of time.
11. Responsible for the timely submittal of all local, state and federal tax reports.
12. Assists Administrator and Management Committee in financial management and analysis as required.

¹ Each law office must determine the essential functions for this position.

Comptroller/Accounting Manager

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of accounting and financial management principles in order to assume responsibility for the law office's health at a level normally acquired through completion of a Bachelors degree in accounting, finance or equivalent.
2. Approximately five to eight years of progressively responsible related work experience necessary in order to gain the expertise needed to manage complex financial and banking relationships in a professional services firm.
3. Ability to demonstrate impeccable integrity in personal and fiduciary matters.
4. Interpersonal skills necessary in order to communicate with a diverse group of attorneys and staff and provide information with ordinary courtesy and tact.
5. Ability to concentrate and conduct complex and detailed analysis of financial situations for up to _____ % of work time.
6. Work occasionally requires more than 40 hours per week to perform the essential duties of the position.

WORKING CONDITIONS:

1. Normal office environment with little exposure to excessive noise, dust, temperature and the like.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.