



COHEN, WEISS AND SIMON LLP

DIRECTOR OF FINANCE

<http://www.cwsny.com/>

The Organization:

Cohen, Weiss and Simon LLP is proud of its reputation as one of the nation's leading law firms devoted exclusively to the interests of working people. Since the firm's origins in the 1930s, its lawyers have been uniquely dedicated to advancing and defending labor and employee rights. The firm provides high-quality, cost-effective legal representation to a wide range of unions and union-affiliated benefit plans. They also represent individual employees and groups of employees and have been successful in recovering large sums on behalf of workers who have been unlawfully denied pay and benefits.

Cohen, Weiss and Simon has a deep understanding of legal issues across a range of industries. Their clients include international, national, and local unions, as well as national, regional, and local employee benefit plans across a wide range of industries, including sports, entertainment, transportation, health care, construction, communications, manufacturing, steel, rail, airline, auto, and postal delivery.

The firm's principal areas of practice are labor union representation; representation of jointly administered benefit plans; union and benefit fund representation in bankruptcies; anti-sexual harassment and anti-discrimination training, internal investigations, and diversity, equity and inclusion training and education; and representation of individual employees in employment matters.

The Role:

Location: New York, NY

Reports to: Executive Director

Director Reports: Accounting Manager, Billing Specialist, AP Specialist and A/P Clerk

Position Summary:

The Director of Finance is responsible for leading and managing the firm's finance and accounting operations. This includes supervising staff, providing direction, and ensuring the department is complying with established financial operating procedures. This position is the control point for providing timely and accurate monthly financial and management reports.

Key Responsibilities:

- Oversee the accounting and finance staff, including mentoring, developing, and growing the team
- Manage the Firm's billing process and technology
- Prepare monthly financial and management reports

- Maintain Partner draw/origination/capital accounts
- Annual income, expense, and cash-flow forecasting
- Prepare, plan, and implement the Firm's annual budget process
- Process quarterly UBT payments
- Manage banking relationships; reconcile bank accounts monthly (operating, escrow, and IOLA)
- Prepare balance sheets and income statements as part of month-end and year-end close
- Process payroll and post journal entries from payroll summary
- General ledger knowledge and maintenance
- Process daily/weekly/monthly accounts payable
- Provide Firm's accountants with schedules as needed
- Tax compliance
- 5500 Filings and compliance testing census to retirement plan provider
- Prepare commercial rent tax (quarterly)
- Assist Executive Director and Management Team with assembly of reports and schedules used in monthly reporting to Partners(s)
- Assist with special projects as needed

Candidate Profile:

Professional Experience:

- A minimum of 5 years prior law firm or professional service firm experience
- At least 3 years of leadership level experience supervising a team; able to analyze and assess the abilities of the team
- Law firm billing experience strongly preferred; Rippe LMS Accounting Software is used internally
- Technically adept in all areas of accounting and finance including general ledger management, cash flow management, financial analysis, earnings projections, budgeting, reporting, accounts payable, accounts receivable and payroll
- Analyze financial data and prepare financial reporting, statement and projections
- Create backup systems and redundancy within the department will be key to the success of this role to ensure that coverage is always available during critical times of the billing and accounting processes each month

Personal Attributes:

- High integrity and credibility; honest and trustworthy
- Excellent leadership and management skills, including the capacity to attract, develop, inspire and retain staff
- Simplifies complex matters and communicates them in an understandable way; anticipates the questions and concerns of the attorneys within the firm
- Strong motivational and team leadership skills
- Commitment to results; "can-do" mindset; outstanding problem-solving ability
- Strong communication, analytical and presentation skills
- Practical thinker with the ability to interact with clients and professionals



Education:

- BA/BS degree. Advanced degree a plus.

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To learn more about this opportunity, please contact:

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