



Position: Controller
Department: Finance
Reports to: CFO/Director of Operations
Status: Full-Time, Non-Exempt
Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.
Location: Conshohocken Office, Hybrid, in-office 3 days per week

GENERAL SUMMARY

The Controller works under the direction of the CFO/Director of Operations and is responsible for ensuring smooth and accurate financial operations across the organization, from core accounting and reporting to treasury oversight and payroll administration. The position supports key compliance, budgeting, and tax activities and manages essential banking and payment functions. In addition, it provides financial support for related entities and assists with firmwide projects that enhance operational efficiency. The ideal candidate is someone with exceptional organizational and communication skills. This position will report to the Conshohocken office with a hybrid in-office/remote working schedule.

ESSENTIAL JOB DUTIES

- Manage day-to-day financial system, including general ledger management and journal entries
- Manage month-end close, preparing monthly financial reporting package as well as various account analysis
- Manage vendor payments
- Prepare annual 1099's
- Treasury management, including daily outgoing cash reporting and overall cash planning
- Administer online banking and approve online banking payments, ensuring fraud prevention measures
- American Express administration
- Assist with tax filings and quarterly payments, including ancillary businesses
- Assist CFO with annual budget process and budget monitoring
- Review payroll for accuracy and manage the payroll process, ensuring various tax withholdings are accurate
- Update monthly FTE reporting
- Assist with 401(k) plan administration
- Assist with employee onboarding and offboarding
- Provide ancillary business financial support; handle general ledger reporting and cash flow management for affiliated companies



- Facilitate annual Bar registrations for PA and NJ
- Assist with Finance projects as needed, including software implementations

QUALIFICATIONS

- Bachelor's Degree
- At least 5 years' experience, law firm experience a major plus
- Self-starter able to work independently as well as part of a team
- Excellent prioritization and time management skills to meet strict deadlines
- Excellent analytical and problem-solving abilities
- Outstanding interpersonal and communication skills, both written and oral
- Good customer service orientation
- Proficient with MS Office Suite, including advanced use of MS Excel
- Advanced experience with legal billing systems

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