



FREDERICKS PEEBLES & PATTERSON LLP
ATTORNEYS AT LAW

Fredericks Peebles & Patterson LLP is seeking a senior level accounting and finance manager to perform and oversee both accounting and financial management for our multi-site firm. Position will report to the firm Management Committee and work closely with the firm Chief Operating Officer to manage the business affairs of the firm. This position will be located in the Louisville, CO (near Boulder and Denver) office of the firm.

Chief Financial Officer Duties and Responsibilities

Responsible for all accounting, cash management, billing, budgeting and reporting of all operations for the multi-state law firm.

Primary Responsibilities include:

- Performing all accounting functions, including accounts payable, posting journal entries, expense report processing, bank reconciliation, balance sheet account reconciliation, capital account management and maintaining the overall ledgers of the Firm;
- Prepare and present financial and billing reports and weekly cash position;
- Prepare budgets and budget modifications;
- Prepare financial forecasts on a quarterly basis and provide recommendations to the Management Committee on business and accounting practices;
- Recommending Financial Policies and Procedures to the Management Committee;
- Establish the Firm's policies and procedures for cash handling and flow as they relate to purchasing, collections, credit, and bill payment, and ensure that the company maintains compliance with these policies and procedures.

Supervises the Billing Clerk and Local Office personnel responsible for local office accounting and timekeeping.

Advise on Financial Performance – Assist the Chief Operating Officer in maintaining strong financial performance by providing guidance on how to increase revenue, decrease costs and improve cash flow.

Monitor Performance – Maintain current reports and/or create new financial reporting tools and software to track and analyze the company's financial performance, measuring the actual performance against the expected performance; and Oversees and supports creation of billing and timekeeping monthly and annual reporting.

Maintain Compliance - Ensure the company is following GAAP standards and federal, state, and local regulatory laws and rules concerning financial and tax reporting.

Skills and Education Required: B.S. in accounting required, Masters degree preferred. Must have five (5) years experience in accounting and financial management responsibilities. Experience with Partnership accounting preferred.

Please send a letter of interest and your resume to Danielle Soby at dsoby@ndnlaw.com