

Job Title: Accounting Manager (Full-time)

Company: Colantuono, Highsmith & Whatley, PC

Location: California (any of five offices)

Salary Range: \$140,000 - \$170,000 (For Full-time, depending on Office Location and Experience)

About Us: CHW is a law firm with offices in Pasadena, Grass Valley, Sacramento, Solana Beach, and Sonoma that represents local governments throughout California. We have 50 employees including 30+ attorneys. More information is available at ***.chwlaw.us. We seek a full-time Accounting Manager to be located in any of our offices, although some face time with Grass Valley staff supervised by this position needed. Hybrid arrangements of in-office and remote work acceptable.

Job Description:

Responsibilities include:

Financial Reporting: Prepare and analyze financial statements, ensuring accuracy and compliance with relevant regulations.

Billing: Become a super-user of Coyote Analytics, CHW's billing, accounting and financial management package. Oversee monthly production of bills and their release to clients.

Cash Flow Management: Monitor and manage cash flow to optimize financial stability and liquidity. Compliance with California State Bar regulations governing client trust accounts.

Team Leadership: Supervise and mentor three subordinates: payables clerk, data entry clerk, controller. Reports to the Chief Financial Officer.

Tax Compliance: Ensure compliance with all relevant tax regulations and work closely with external tax advisors.

Process Improvement: Identify and implement improvements in accounting processes and systems to enhance efficiency and accuracy.

Qualifications:

Substantial law firm accounting experience, including with State Bar client trust account requirements. Bachelor's degree in Accounting, Finance, or a related field preferred.

In-depth knowledge of accounting principles, regulations, and financial reporting, strong leadership and management skills, and excellent communication and interpersonal abilities.

CHW is an Equal Opportunity Employer.

Cover Letter and Resume to:

Hiring Shareholder, Colantuono, Highsmith & Whatley, PC.

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