

## Chief Financial Officer

Legal Resource Group has been retained by Hanson Bridgett LLP, a 160 attorney multi-specialty firm headquartered in San Francisco, to seek an experienced Chief Financial Officer for the Firm.

### About the Position

The firm is currently seeking a Chief Financial Officer to oversee all facets of the Firm's financial functions. This is a senior administrative position that will report to the Chief Operating Officer, working closely with the firm's Finance Partner and the Managing Partner.

### *Primary Responsibilities:*

- Direct and maintain responsibility for the financial function of the firm, acting as the firm's strategic business advisor.
- Maintain the integrity of the firm's financial practices, ensuring compliance with GAAP, financial institutions, auditors, and government agencies.
- Responsible for the evaluation, implementation, and effectiveness of internal financial controls.
- Assist in the implementation of the firm's strategic plan, providing support and input to the Management Committee, Section Leaders, Managing Partner, CSO and COO.
- Oversee and participate in handling cash management, banking relationships, budgeting, billing, collections, vendor payments, payroll, internal and external audits, and auditing relationships.
- Lead and manage a staff of 14, including a Senior Value Pricing Specialist, a Financial Reporting Manager, a Senior Financial Analyst, a Payroll Manager, a Cash Receipts Clerk, two Accounts Payable Clerks, two Collection Coordinators, and a Billing Manager who oversees four Billing Coordinators.
- Optimize the performance of the department, ensuring accurate handling of daily transactions while continuing to provide excellent customer

service. Hire, train, evaluate, support, and develop accounting staff as needed.

- Perform timely and complex financial analyses in order to provide input on the firm's business transactions and strategic planning initiatives. Requires creating profitability and cost-benefit analysis reports as well as evaluating possible merger or acquisitions.
- Prepare and distribute monthly partnership financial reports, including a summary analysis and explanations of significant variances. Evaluate effectiveness of the report package and recommend changes as needed. Provide direction to partners to further their understanding of the data and its interpretation.
- Monitor trends within the industry and the firm; devise and implement strategies to deal with economic downturns and challenges to the firm's financial well-being. Provide input, recommendations, and direction upon request.
- Maintain partnership capital accounts, including the periodic re-allocation of capital balances due to partnership additions, withdrawals, and slotting changes.
- Participate in ad hoc and ongoing administrative committees as assigned.

### **About the Person**

- Experience working with and a thorough understanding of billing/accounting system software such as Elite Enterprise, template design software such as Whitehill Document Studio, financial statement software such as FRx, a report writer/profitability tools such as Business Objects, and analytical tools such as Excel.
- Experience working for a professional services firm, preferably with multiple partners/shareholders and an organization with multiple levels of authority.
- Strong technical accounting knowledge, including an understanding of GAAP, tax requirements of governmental agencies, and general auditing procedures.
- Excellent oral and written communication skills. Must be able to provide clear, precise, and well-substantiated explanations of financial events and trends to a non-financially-astute audience. Comfort with occasional presentations to groups of attorneys.
- Meticulous attention to detail.
- Ability to work well, individually and in teams, with a diverse group of people. Must have excellent people skills.

- Comfort and skill in using a hands-on approach in situations where tasks and analyses cannot be delegated.
- Ability to be comfortable with, and sometimes instigate, change and process improvement.
- Strong leadership and management skills.
- Bachelor's or master's degree in accounting, finance, or in a relevant discipline, or a CPA in combination with relevant experience.

### **About the Firm**

Hanson Bridgett is a law firm with more than 160 attorneys in offices in San Francisco, Sacramento, the North Bay, the East Bay and Los Angeles. Serving clients since 1958, they are well known in California and have earned a national reputation in many of their practice areas.

Their diverse client list includes large national and global companies as well as many governmental entities, regional businesses and individuals. While their offices are located throughout California, their attorneys frequently work on matters that cross domestic and international borders. To ensure their clients receive flawless service and top notch legal counsel wherever the clients may be located, they have forged alliances with firms in national and international legal networks. As members, they can provide their clients with legal expertise on the ground across the US and worldwide.

They are a certified B Corp and are socially responsible members of their communities. Their firm is driven by a commitment to diversity, charitable giving, pro bono legal work and hands-on service.

The attorneys and staff at Hanson Bridgett care deeply about the world around them. They are committed to the communities in which they live and work, and they are a dedicated sustainable business. They feel privileged to have the opportunity to do great work for great clients. With that privilege, they feel there comes a significant responsibility to give back in whatever ways they can.

They feel that a workforce that reflects the needs and interests of their clients and a work environment that provides wide opportunity for people with varied backgrounds are important to us. Within their firm's daily activities they have joined the effort to provide greater opportunities reflected in the BASF's Goals and Timetables and the No Glass Ceiling Initiative and undertake pro bono activities that protect the rights of underrepresented minorities.

### **About the Process**

The Firm desires to fill the position promptly and, therefore, an expedited search process is anticipated. This process will include a review of resume qualifications, an interview with a principal of Legal Resource Group, a series of

telephone and personal interviews with the Firm, as well as a comprehensive resume verification, including background and reference checks.

**Contact**

For further information about the position and consideration in the selection process, contact:

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