



CWM is a multi-service firm dedicated to providing superior and cost-effective legal services to local, national, and international clients. We are currently seeking a Firm Administrator to manage business functions as well as the overall operations of the firm.

**Responsibilities:**

**Financial Management:**

Including planning, forecasting, budgeting, variance analysis, profitability analysis, financial reporting, general ledger accounting, billing and collections, cash flow control, banking relationships, investment, tax planning, tax reporting, trust accounting, payroll, pension plans and other financial management functions.

**Human Resource Management:**

Including recruiting, selection, training and development, performance evaluation, salary administration, employee relations, motivation, counseling, disciplining, discharging, benefits administration, workers' compensation, personnel data systems, job design, resource allocation and other human resource management functions for the legal, paralegal and support staff.

**Systems Management:**

Including systems analysis, operational audits, cost/benefit analysis, computer systems design, programming and systems development, information services, records management, library management, office automation, document construction systems, information storage and retrieval, telecommunications, litigation support, legal practice systems and other systems management functions.

**Facilities Management:**

Including space planning and design, purchasing, inventory control, reprographics, records storage, reception/switchboard services, telecommunications, mail, messenger and other facilities management functions.

As a member of the management team, the Firm Administrator works with the Managing Partner on the following:

**Operations/Management:**

Including strategic and tactical planning, business development, risk management, quality control, organizational development, firm planning processes and other general management functions.

**Practice Management:**

Including legal assistant supervision, work product quality control, professional standards, substantive practice systems and other practice management functions.



**Marketing:**

Including management of client profitability analysis, forecasting of business opportunities, planning client development, marketing legal services and enhancing the firm's visibility and image in the desired markets.

**Skills, Knowledge & Abilities:**

- Bachelor's degree required; major in Finance or Business Administration preferred.
- 3–5+ years of experience in private law firm (strongly preferred) or other professional services firm financial operations and office administration.
- Advanced understanding of office management practices including knowledge of and experience with financial management, HR, information systems and project management.
- Proven ability to manage direct reports effectively.
- Strong understanding of law firm procedures and requirements.
- Proficiency with Microsoft Office (Microsoft Word, Excel, Outlook, Teams and PowerPoint).
- Excellent communication and organizational skills.
- Ability to multi-task and plan; strong attention to detail.
- Adaptable self-starter with ability to work independently.
- Exhibits professionalism, excellent judgment, desire to excel, and respect for coworkers.

**Competitive compensation and benefits:** Details provided upon request for qualified candidates or please submit your requirements.