

CAPELL & HOWARD P.C.

ATTORNEYS AT LAW

Capell & Howard, P. C., with its principal office in Montgomery, Alabama, has served its clients for over 75 years in a wide range of practice areas. The firm has 36 attorneys and 27 non-attorney employees. The firm is seeking to replace its current Administrator, who is retiring.

FIRM ADMINISTRATOR

This individual will report to the Managing Director and Board of Directors and be responsible for daily operations and firm management including accounting and financial planning and controls and personnel administration and supervising information technology, accounting, and physical facilities staff. He/she will assist with strategic planning, provide business management insight, and operational advice and expertise.

Duties and Responsibilities

Accounting and Finance

Prepare and monitor annual budget and long-term forecasting. Monitor revenues and expenses, prepare journal entries, as well as assist in direct accounting functions, such as billing, receivables, accounts payable and trust, when necessary. Prepare monthly financial statements, charts, and various schedules to be distributed to the firm's shareholders. Maintain banking relationships, monitor cash management, reconcile accounts, and monitor internal controls. Handle insurance renewals. Liaison with the firm's CPA regarding taxes and financial statement preparation. Annually prepare attorney compensation package for the Board of Directors.

Personnel Management

Identify, interview, and hire non-attorney employees and assist attorneys with terminations of non-attorney staff when necessary. Provide initial orientation and paperwork for all new employees. Prepare payroll and 401(k) deferrals and contributions. Maintain records of attendance, vacation, and sick leave for all staff employees. Perform annual staff evaluations. Prepare agenda and preside over staff meetings. Provide counseling to employees. Periodically review employee insurance benefits. Maintain the firm's Policies and Procedures Manual. Assist the Board of Directors annually with employee raises and bonuses.

Technology Services

Work closely with the firm's IT personnel and external consultants to ensure that the firm's systems are secure, and that attorneys and staff are properly supported and trained. Consult with the IT staff to identify problems and provide insight on the resolution of those issues, as well as

identify and address new technology initiatives to benefit the firm and its employees, assist IT staff in prioritizing projects.

Facilities Management

Oversee and/or coordinate with the firm's Central Services Manager the following: office maintenance and, when necessary, construction projects, supervise runners and receptionist, periodically review supply costs and maintenance contracts, oversee records management and destruction of old client files, prepare policies to keep the building and employees safe and secure.

Qualifications and Requirements

- Bachelor's Degree (accounting preferred)
- 5+ years of management, accounting, and staff supervision experience in a professional services organization, preferably legal
- Demonstrated skills in accounting, human resources, operations/facilities and change initiatives
- Excellent analytical skills, common sense, a strong work ethic and initiative necessary
- Effective communication skills, including written, verbal and presentation capabilities
- Technically savvy and proficient in Excel and other Microsoft Suite software

Benefits

Capell & Howard offers eligible employees a benefit package that includes medical, life insurance, long-term disability, retirement plans and a medical reimbursement plan. Other insurance options are available at the employee's expense. We also provide paid vacation, sick leave and holidays.

To Apply

Interested candidates should email a cover letter and resumé to career@chlaw.com. No phone calls, please.

***Note:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*