



Founded in 1981 with a friendly handshake over a kitchen table, Greenspoon Marder is a unique, full-service business law firm, handling the most complex cases while remaining focused on providing each client personal attention. By carefully selecting business-minded attorneys with exceptional knowledge, talent and integrity, we accomplished that goal; and, as a team, we deliver comprehensive legal services that meet the highest standards of the legal profession. Today, Greenspoon Marder is a robust, diverse and inclusive firm with nearly 140 attorneys practicing in more than 50 areas of law and more than 400 support staff in 11 offices throughout Florida, and growing. We enjoy a solid reputation, rated "AV Preeminent" by the prestigious Martindale Hubbell Law Directory; "Best Law Firm" by U.S. News & World Report; and "A+" by the Better Business Bureau. We are named among Florida's Super Lawyers and Florida Trend's Legal Elite, to name just a few from a long list of awards and accreditations.

Greenspoon Marder is currently hiring for an experienced **Controller**. This individual will have a minimum of 5 to 10 years in a financial management role within an accounting/finance department of a Law Firm, Accounting Firm, or relevant Professional Services organization.

Education: Minimum- Bachelor's with comparable experience or Master's Degree in Finance, Accounting or similar field.

**Essential job duties are listed below:**

- Work directly with the Director of Finance to complete projects as assigned.
- Handle the day to day responsibilities include management of accounting professionals who perform General Ledger, Payroll, Billing, Tax Reporting, Accounts Receivable, and Accounts Payable functions.

**Knowledge and Skills Requirement:**

- Proficiency with computers and software packages including, but not limited to: Office Suite, QuickBooks
  - Knowledge of Clarity, Elite 3E, Paychex, ADP, CertiPay or similar payroll system a plus
- Excellent time management and organizational skills, with an ability to adapt and multi-task in a fast-paced environment
- Strong strategic thinking, analytical, leadership, teaching, and listening skills
- Good written/oral communication and presentation skills
- Ability to gain the respect of both the finance community and client serving teams
- Ability to work with individuals at all levels within the organization
- Good aptitude for dealing with complex systems issues
- Quality improvement-oriented, professional approach
- Receives general direction rather than supervision. Work is reviewed only for results obtained.
- Oversee the training and development of staff members to develop their skills and maintain current knowledge in their area of responsibility
- Direct staff members directly or indirectly in the development, implementation and support of applications to meet the client's business requirements.

Our benefits package includes health insurance, 401 (k) retirement savings program, and a generous time off plan including holidays and vacation time.

Please email your resume and cover letter to [recruiting@gmlaw.com](mailto:recruiting@gmlaw.com).