



The Opportunity:

Controller (San Francisco Hybrid)

The Controller is responsible for providing financial management services for the firm, including maintaining accurate accounts of the firm's financial activity, submitting timely and accurate reports, managing partner distributions and loans, advising on economically desirable operational adjustments or changes of procedures and preparing and monitoring the Firm's annual budget.

This position is a hybrid position requiring working in-person in San Francisco 2 to 3 days per week on average.

The Day-to-Day:

1. **Leadership:** Provides leadership to the Accounting Department. Works effectively with other members of the Management Team and keeps them appropriately informed. Communicates proactively with the partners to ensure that the financial services are meeting their expectations. Works with the Chief Operating Officer, Executive Team, Department Chairs, Practice Group Leaders, Industry Group Leaders and other administrative departments to develop and implement appropriate programs and procedures.
- **Supervision:** Supervises the Accounting Manager and Accounting Department staff. Establishes business process improvement programs in all segments of the department. Implements the policies of the Firm in a fair and consistent manner. Conducts regular meetings with Accounting Management Team. Promotes an environment in the department that fosters productivity, teamwork, quality service, open communication, and high morale. Coordinates personnel issues with the Director of Human Resources.
- **Financial Management:** Manages annual budget process including preparation of detailed revenue model and employee costs. Develops and controls systems for timely and accurate financial accounts and reports. Reviews the monthly financial statements for accuracy. Monitors the budget, reports on variances, and recommends corrective action as required. Ensures that costs are reasonable and under control. Manages cash, negotiates line of credit and term loans.



- Partnership Income Distribution and Taxes: Ensures timely and accurate submission of partnership taxes and prepares annual work papers for tax return processing including cash capital balances, 1st year partner loan amounts, book and tax depreciation, capitalized client costs and retirement plans. Prepares quarterly taxable income schedules for use in partners' estimated tax payments. Controls and supervises partner accounting and accrual capital accounts. Prepares annual accrual capital account and investment account schedules.
- Retirement Plan Administration: Coordinates with the Benefits Manager, Director of Human Resources, and Chief Operating Officer regarding the financial aspects of the Firm's retirement plans. Attends the Retirement Plan Committee meetings as an assistant to the Committee.
- Banking: Establishes and maintains working relationships with the Firm's banks.

Serves as the system administrator for the Firm's web-based banking programs. Conducts daily banking activity to verify deposits, cash position, clear checks, run and submit positive pay report, effect account transfers and benefits wires.

- Policy and Controls: Secures financial assets of the firm from embezzlement, fraud, and theft. Maintains, implements and, as necessary, recommends modifications to the accounting policies and procedures of the Firm.
- Other: Prepares business/payroll tax return and U.S. Census Bureau filings. Provides dashboard and other data used in the partner compensation process. Stays current on legal industry trends through continuing education, reading pertinent articles, participating in the relevant professional associations, and establishing networks. Other related duties as assigned.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, skills and abilities required. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education:** A bachelor's degree in accounting or equivalent work experience is required; an advanced degree in finance is desirable. CPA preferred.
- **Experience:** A minimum of three years of financial management experience in a professional services environment is required. Law firm experience is preferred.
- **Expertise:** The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform this job successfully:
 - Strong leadership and management skills
 - Sound business judgment
 - Excellent communication and interpersonal skills
 - Strong supervisory and teambuilding skills
 - Organizational and planning skills, including the ability to manage a number of projects concurrently
 - A proactive approach and the ability to work "hands-on" as required
 - Strong decision-making and problem-solving expertise
 - Computer proficiency, including MS Word, Outlook, PowerPoint and advanced Excel
 - Ability to learn Aderant Expert Sierra and other accounting software to level required to complete accounting functions and produce accurate reports.

To apply, please submit a cover letter, resume, and complete the application at: <https://us242.dayforcehcm.com/CandidatePortal/en-US/farella>



What We Provide:

Farella supports all the members of our Farella family in achieving both personal satisfaction and professional accomplishment. Farella provides competitive salary and excellent benefits including comprehensive, medical, dental, vision, generous PTO, educational reimbursement and charitable contribution matching. The annual base compensation range for this California position is expected to be between \$190,000 and \$220,000. Placement within the salary range depends upon a number of factors including years of experience and professional skills required for this role. Additional compensation may include a discretionary bonus, health and welfare benefits, PTO, leave, paid holidays and retirement plan benefits.

At Farella, we recognize that the contributions, individuality and diversity of all our professionals are key to the firm's success and meeting the needs of our clients. And like our clients, we value attributes such as enthusiasm, character, and high ethical standards. In fact, these are core qualities in all the individuals who come to work with us—and in all those with whom you will work! The longevity of those in all positions at the firm speaks to the warm, collegial, professional and rewarding environment at the firm. Farella has for many years been named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*. We are ranked on the Best Midsize Law Firm to Work For in the United States list by Vault.

Who We Are:

Farella Braun + Martel is a leading Northern California law firm representing corporate and private clients in sophisticated business transactions and complex commercial, civil and criminal litigation. Clients seek our imaginative legal solutions and the dynamism and intellectual creativity of our lawyers. We are headquartered in San Francisco and maintain an office in the Napa Valley that is focused on the wine industry.

Farella's commitment to supporting the industries of Northern California and our entrepreneurial responsiveness to the regional demands have driven our growth and evolution. Nimbleness and opportunistic management have propelled our success for over 60 years. From trial prowess in high-stakes litigation to utility-scale renewable energy project development and complex



transactional expertise, Farella's clients rely on and appreciate our fierce focus on client service and high-quality work.

Commitment to Diversity, Equality + Inclusion

We strive to ensure that everyone working at Farella feels like they belong. To that end, our recruiting, retention and practice development programs welcome, support and promote the interests of women, families and people of all ethnicities and sexual orientations. At Farella, we are committed to diversity, both as an ethical ideal and as a business imperative.

Our Commitment to the Community in Which We Live and Work

Since our inception over 60 years ago, Farella Braun + Martel has actively participated in our local communities. Through pro bono work, charitable giving, and participation in charitable and civic organizations, we have strived to honor our core principle of giving back to the community. We annually participate in firmwide community service events including Rebuilding Together San Francisco, BASF's Head Start Holiday Gift Program, BASF's Food from the Bar Campaign benefiting the SF/Marin Food Bank, and Chapter One Online Literacy Tutoring Program with local elementary schools.

Recognition

Farella has received industry and peer recognition equal to any firm in the country. Our attorneys include fellows of the American College of Trial Lawyers, American College of Appellate Lawyers, American College of Environmental Lawyers, American College of Coverage Counsel, College of Labor & Employment Lawyers, and American College of Investment Counsel. Farella has been named among *Law360's* California Powerhouses, featured on the *National Law Journal's* Midsize Hot List and is named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*.

Green Business

Farella Braun + Martel became the first major law firm in San Francisco to obtain certification as a green business from the San Francisco Green Business Program in 2006. The program recognized the firm for meeting its stringent environmental standards. We received our fifth Green Business certification in 2024.



Farella is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, change of sex or transgender status, genetic information or any other basis protected by federal, state or local law.

Farella is an Equal Opportunity Employer