



Director of Accounting & Finance

Job Summary:

The Director of Accounting and Finance (“Director”) is the leader for all accounting and finance functions of the Firm. The Director has broad responsibility over financial reporting, management reporting, cash and treasury management, budgeting, forecasting, billing, receivables payables taxation, partner compensation, financial policies and procedures, internal controls and reporting systems. The Director is the lead relationship with the independent accounting firms and our banking partners.

The Director is a key member of the administrative leadership team and collaborates across the organization. The Director leads a team of 5 accounting professionals and reports to the Executive Director.

Job Duties:

- Serve as the leader of all accounting and finance functions
- Provide accurate and timely internal and external financial reporting, including developing and reporting key performance indicators, monthly practice group reports and other actionable information. Serve as the lead relationship with independent accounting firms
- Lead the treasury function, including the relationship with our banking partners. Effectively manage cash and borrowings
- Lead the annual budget process and monitor performance versus plan during the year. Prepare regular forecasts
- Oversee all financial operations, including time reporting, billing, collections, disbursements and daily cash reporting
- Develop a strong understanding of business drivers, including strengths and opportunities across the firm and practice group and effectively communicate the drivers to Firm Management and Practice Group Leaders. Act as a business partner and advisor
- Execute all aspects of partner compensation and coordinate with payroll team.
- Establish effective internal controls
- Execute extensive fiscal year end activities including, extensive reporting for compensation committee, significant reporting with independent accountant related to tax returns and partner K-1s and information requests for independent accountant financial review

- Focus on process improvement to continuously improve service, productivity, quality, and accuracy within the department and across the Firm.
- Ensure the accounting team is delivering outstanding customer experience, continuous improvement and a first class experience. Oversee professional development, cross training and succession planning for the accounting team
- Ad hoc reporting on a daily basis
- Other duties as assigned

Desired Job Qualifications:

- At least 15 years of professional experience with significant accounting/finance leadership in a mid-sized to large organization
- Experience in professional services industry and partnership entity
- Leadership experience, including leading a department
- Experience with general ledger system or ERP system
- Strong analytical skills, ability to work with large amount of data
- Proficient in Microsoft Excel and experience in presenting information
- Excellent interpersonal, oral, and written communication skills
- Ability to build relationships and rapport internally and externally
- Highly organized and ability to work independently and with a team
- Track record of process improvement
- Bachelor's degree or equivalent in accounting. CPA preferred

About Keating, Muething & Klekamp (“KMK Law”)

KMK Law is a nationally recognized law firm with 230 team members. KMK Law was founded in 1954 and is based in Cincinnati, Ohio. The Firm delivers sophisticated legal solutions to individuals and businesses of all sizes, from start-up companies to Fortune 50 corporations. KMK Law has been named as a Best Places to Work for 10 consecutive years.

Contact Information

Qualified candidates may submit their resume at www.kmklaw.com and may contact Matt McConnell, Executive Director, at mmcconnell@kmklaw.com or 513-579-6470 with any questions.