

Staff Opportunities

At Flaster Greenberg PC, Every Client Matters. The entire Flaster Greenberg team works together to provide superior service to our clients, and our professional staff forms an integral part of that team. We offer a competitive salary and benefit package which includes, but is not limited to, medical, dental, vision, life and disability insurance, and 401K profit sharing. Contact Human Resources: recruiting@flastergreenberg.com

Senior-Level Management Position

DIRECTOR OF FINANCE & ACCOUNTING

The Director of Finance & Accounting is a key member of the firms leadership team, responsible for overseeing the strategic direction and day-to-day management of all financial and accounting operations. This hands-on role partners closely with the Managing Shareholders and Administrative Management Team to drive financial performance, ensure operational efficiency, maintain compliance, and support the firms long-term growth.

This position is ideal for a collaborative, detail-oriented leader who thrives in a dynamic professional services environment and enjoys balancing high-level strategy with hands-on execution.

Key Responsibilities

Strategic & Financial Leadership

- Partner with Managing Shareholders to develop and execute financial strategy and planning initiatives.
- Lead the firms budgeting, forecasting, and financial reporting processes.
- Prepare and present monthly financial reports, including profitability analyses, compensation reporting, and shareholder performance metrics.
- Oversee cash flow management, expense control, and financial performance tracking.
- Review and analyze financial statements, WIP/AR, and profitability reports to ensure accuracy and insight.
- Lead year-end financial processes, including compensation calculations, profit sharing, deferred compensation, distributions, and shareholder transitions.
- Support lateral attorney recruitment through financial modeling and integration planning.
- Drive continuous improvement through accounting system enhancements and evaluation of emerging technologies, including AI solutions.

Accounting Operations & Compliance

- Oversee all daily accounting functions, including general ledger, payroll, billing, collections, trust accounts, and reconciliations.
- Ensure compliance with IOLTA requirements, tax regulations, payroll obligations, and audit standards.
- Maintain and strengthen internal controls to mitigate financial risk and safeguard firm assets.

Leadership & Collaboration

Continued

- Lead, mentor, and develop the accounting team, including direct supervision of senior accounting managers and staff.
- Collaborate with the Administrative Management Team to improve operational efficiency and enhance firm-wide productivity.
- Serve as an administrative member of the Profit-Sharing Committee and participate in additional committees as needed.

Qualifications

Required

- Bachelors degree in Accounting.
- Minimum of 10 years of progressive experience in accounting and finance.
- Demonstrated leadership experience with the ability to manage teams and complex processes.
- Strong expertise in budgeting, financial reporting, payroll, audits, and cash management.
- Advanced proficiency with accounting systems and complex spreadsheets.
- Exceptional attention to detail with a hands-on, execution-focused approach.
- High level of discretion and ability to manage confidential information.

Preferred

- Experience within a law firm or professional services environment.
- Familiarity with Elite accounting systems.
- Experience working with external auditors, financial institutions, payroll providers, and retirement plan administrators.

Work Environment & Expectations

- Hybrid work schedule with an expectation of at least three days per week in the office.
 - Availability during peak periods, including year-end financial close.
 - Occasional travel to firm offices and professional meetings as needed.
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Paralegals, Secretaries, and Other Office Staff

Senior Corporate Paralegal

Flaster Greenberg is seeking an experienced senior Corporate Paralegal for its dynamic Corporate Department, working primarily in our Cherry Hill office (with flexibility for some remote work), who is a proactive self-starter with demonstrated experience maintaining high quality work product in a fast-paced team-oriented environment.

The corporate paralegal will perform the following, but not limited, duties:

Continued

- Drafting, filing and managing various business entity documents for corporations, LLCs and partnerships with state agencies, including drafting and preparing formation documents, board minutes, actions by consent, name changes, operating agreements, etc.; maintaining and updating corporate minute books (mostly electronic or virtual);
- Preparing due diligence documentation and assisting with closings (corporate and real estate), including organizing, proofreading and tracking documents;
- Support corporate transactions and with the preparation of documents necessary to comply with federal, state and local regulations and corporate governance documents;
- Preparing summaries in connection with disclosure documents, coordinating the execution of closing documents;
- Conducting UCC and other searches and drafted related or required filings (including SEC filings);
- Preparing and filing annual reports;
- Performing regulatory legal research and supporting attorneys with corporate governance and other related matters
- Develop thorough understanding and knowledge of Flaster Greenbergs legal technology and software initiatives, including billing, document management, electronic corporate records, and AI tools, as well as assist in evaluating and implementing other software as future needs require

The ideal candidate will be detail-oriented, have good judgment and problem solving skills and be able to manage multiple priorities within time constraints and have a minimum of 10 years of relevant corporate paralegal experience within a mid-size to large firm environment. Bachelors Degree and/or Paralegal Certificate. Excellent organization skills, technology skills, ability to manage multiple priorities, and time management skills. Proficiency in excel, MS Suite programs and related software packages. A team player who is customer service oriented with a strong work ethic.

Recognized year after year as one of the Best Places to Work by NJBiz (2025), The Philadelphia Inquirer (2025) and Philadelphia Business Journal (2024). Flaster Greenberg offers the opportunity to build your legal career by working with top attorneys in the legal community at a firm that is dynamic and produces high quality work in a congenial office atmosphere and hybrid work environment. We offer a competitive compensation, origination and hours bonus programs, and a comprehensive benefit package. For immediate consideration, please submit your resume in confidence to recruiting@flastergreenberg.com.