



CONTROLLER

| Full-time | Springfield, MO | Salary: DOE |

UNIQUELY SUITED FOR YOUR CAREER.

ABOUT US

Carnahan Evans PC is an 18-attorney law firm providing transactional, litigation, and estate planning services to clients. Our long-time Controller is retiring, and we see this as an opportunity to expand the role. We're looking for an experienced financial professional who will not only keep day-to-day operations running smoothly but also bring strategic financial oversight and modernize how we work.

THE ROLE

The Controller oversees the firm's financial operations, including billing, collections, trust accounting, payroll, and accounts payable. Beyond these core functions, this position will take on broader responsibilities that the firm is building out, including internal controls, management reporting, budgeting, forecasting, and process improvement. This is a hands-on position for someone who is comfortable doing the work. You will work closely with firm leadership and our outside CPA, who prepares monthly financial statements, year-end reports, and tax returns.

KEY RESPONSIBILITIES

Financial Operations

- Oversee the full billing cycle in ProLaw (the firm's practice management software): pre-bills, attorney review, invoicing, and billing where required
- Manage cash receipts, collections, and accounts receivable follow-up
- Administer trust (IOLTA) accounts, including monthly three-way reconciliations and compliance with Missouri trust accounting rules
- Process payroll and manage payroll tax filings, benefit deductions, and related reporting
- Manage accounts payable, vendor relationships, and expense approvals
- Assist accountant in reconciling operating, trust, credit card and other accounts monthly

Strategic and Controller Responsibilities

- Evaluate current accounting and billing processes and assist in implementing improvements that reduce manual work, speed up billing, and improve collections
- Maintain internal controls, including segregation of duties and approval workflows
- Develop and deliver management reports for firm leadership, such as cash flow, WIP, realization and collection rates, aged A/R, and attorney productivity
- Build and monitor the annual budget and cash flow forecasts
- Serve as the primary liaison with the outside CPA, providing clean, timely records for monthly and year-end reporting and tax preparation
- Get the most out of ProLaw's accounting, billing, and reporting capabilities, and recommend and lead improvements as needed
- Document policies and procedures so the accounting function is consistent and cross-trained



A FULL SERVICE BUSINESS, TAX, AND ESTATE PLANNING LAW FIRM

417.447.4400 | info@CarnahanEvans.com | CarnahanEvans.com



CONTROLLER | PAGE 2

| Full-time | Springfield, MO | Salary: DOE |

UNIQUELY SUITED FOR YOUR CAREER.

QUALIFICATIONS

- Bachelor's degree in accounting, finance, or a related field (or equivalent experience)
- 5+ years of progressive accounting experience, with at least 2 years in a controller-level or supervisory role
- Law firm or professional services experience strongly preferred
- Working knowledge of trust accounting requirements
- ProLaw experience preferred; experience with other legal billing and practice management systems considered
- Payroll processing experience
- Experience with budgeting, forecasting, and management reporting
- Strong Excel skills and comfort learning new systems
- High integrity, discretion with confidential information, and strong attention to detail
- Clear communicator who can work effectively with attorneys, management, and staff
- CPA or CMA a plus

WHAT WE OFFER

- Competitive salary
- Health, dental, and vision insurance
- Life insurance
- Long-term disability insurance
- 401(k)
- Paid time off
- The opportunity to shape and grow the firm's financial function

TO APPLY

Send your resume and a brief cover letter to employment@CarnahanEvans.com



A FULL SERVICE BUSINESS, TAX, AND ESTATE PLANNING LAW FIRM

417.447.4400 | info@CarnahanEvans.com | CarnahanEvans.com

