



## JOB DESCRIPTION

**POSITION:** Chief Operating Officer

**LOCATION:** South Jordan, Utah

### **OVERALL DESCRIPTION**

The law firm of Pearson Butler seeks an experienced Chief Operating Officer (COO) to lead and supervise all administration operations of the Firm. Specifically, the COO will be responsible for accounting and finance, client fulfillment, internal controls, personnel administration, technology, marketing, facilities and general services. The COO will be responsible and accountable for implementing the CEO's, strategic planning, practice development and Firm-wide initiatives.

Reporting to the COO are the Controller, Director of Marketing, Director of Client Empowerment, Operations Manager and Department Heads. The COO will be a vital member of the Firm's leadership team, and a key component in the innovation and change of direction in the regulatory rules adopted in Utah and Arizona. Overseeing the innovation for new legal business models and services will be a top priority.

### **PRIMARY RESPONSIBILITIES**

The COO is responsible and accountable for the following:

#### Financial Management

Planning, forecasting, annual budget process, annual financial audit, monthly variance analysis, monthly financial statement and statistics reporting, billing and collections, cash flow, banking relationships, trust accounting, payroll, pension plan, conflicts, payables and initiating policies and procedures to increase firm profitability. Monitor invoices, accounting, bank processes, and money-handling procedures.

#### Human Resources

Employment recruiting, training, development, terminations, payroll processing, compensation administration, administration of benefits programs such as health, life and disability insurance programs, 401(k), workers' compensation and unemployment claims, compliance with Federal and State laws (EEOC, FMLA, COBRA, HIPPA, DOL and ADA), employee relations, facilities administration.

#### IT/Systems Management

Technology systems design and planning, Customer Relationship Management (CRM) system, data storage and retrieval management, infrastructure management, office automation, tele-communications, litigation support, disaster recovery, cost recovery systems, print management and other IT functions.

#### Marketing and Business Development

Website maintenance, management of directories and publications, attorney professional dues and marketing requests, planning of major client events, invitation and announcement design and print, attorney marketing plans, attorney business development, cross-company referrals, brand management and other marketing functions.

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### Facilities and Services

Space planning, acquisition of office furniture and equipment, repairs and maintenance to the building, security access management, lease negotiations, office relocations, copy center, court runs, mail, records storage and retrieval and office supply inventory control.

### Operations/Management

Develop strategic initiatives, implementation of strategic initiatives, risk management (including managing the renewal process of all firm insurance coverages), managing staffing and utilization issues, attorney productivity analysis, assist in lateral attorney hires and practice group acquisitions, manage and negotiate all contracts of the firm, and project management. Act as strategic partner on the leadership team and work closely with Department Heads, Directors and attorneys to ensure they are meeting performance expectations.

### **REPORTING RELATIONSHIPS**

The COO reports to the CEO and Board of Directors.

### **QUALIFICATIONS**

Minimum of 10 years' experience as an Administrator, Executive Director or COO of professional services firm. Law firm experience preferred. Juris Doctor preferred, but not required.

Ability to work effectively with management, attorneys, directors and staff, lead and direct, resolve conflicts.

Ability to delegate, mentor and supervise administrative team and support staff. Promote the company culture and vision.

### **EDUCATION**

Bachelor's degree with major in business administration, finance, management, human resources, technology or marketing. Graduate degree such as an MBA a plus. Professional certifications also a plus, including Certified Public Accountant and Certified Legal Manager.

### **COMPENSATION**

**\$125-225,000 per year**, commensurate with experience and credentials. Full benefits package and relocation assistance.

### **INSTRUCTIONS**

Qualified and interested candidates should submit a cover letter and resume to John Remsen, Jr. at [JRemsen@TheRemsenGroup.com](mailto:JRemsen@TheRemsenGroup.com).

Nov 30, 2020