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www.vwlawfirm.com

Position Title: Controller

Time Commitment: Full-time

Annual: \$70k-95k (commensurate with experience)

Compensation: Complete Benefit Package, including but not limited to: Health, vision, dental and life Insurance, 401(k) plan, and paid time off (PTO)

Location: Asheville, NC

Who We Are

Established in 1907, The Van Winkle Law Firm is the largest law firm headquartered in the beautiful mountains of Western North Carolina. With two office locations, we proudly serve individuals, families, and businesses throughout the Southeast. As a distinguished and respected firm, our attorneys and staff have become recognized for our ability to utilize the best practices and methods possible to meet our clients' needs. While we are passionate about providing sound legal counsel, we believe our responsibilities go beyond serving as legal representatives. We are interested in getting to know our clients and obtaining a thorough understanding of their unique needs and goals.

Our Values and Culture

Van Winkle, Buck, Wall, Starnes and Davis, P.A. is committed to advancing, cultivating, and preserving an organizational culture of diversity, equity, and inclusion. We strive to create a workplace where our employees, clients, and business partners can thrive. We are an Equal Opportunity Employer providing all employees and applicants with a workplace free from discrimination or harassment, and with equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by federal, state, or local law. Unlawful discrimination, harassment, and retaliation will not be tolerated in any of the Firm's offices or any other work-related setting. Qualified individuals with a disability may request a reasonable accommodation in order to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. If you need an accommodation or need to discuss your situation, please contact the Chief Operating Officer.

Our Ideal Applicant

Someone that has a thorough knowledge of accounting functions with a strong aptitude for financial analyses. The ideal candidate will work great in a team and fast paced environment and will not be afraid to accept challenges. We are actively looking for a diverse applicant pool. LGBTQIA+ individuals, Black, Indigenous, people of color, parents, people with different abilities, veterans and folks who speak English as a second language are welcome to apply.

Primary Function

Responsible for financial management of two organizations and one subsidiary: The Van Winkle Law Firm PA, with three office locations (Asheville, Hendersonville, and Raleigh, NC), 11 North Market LLC, and VW Business Services. Role includes preparation of financial analysis, budget, and reports. Performance of a variety of administrative, accounting, and bookkeeping duties in order to maintain accurate financial and billing records and reports. Observes confidentially of client and Firm matters. Supervises the accounting department staff. Exercises discretion and independent judgment while working under general supervision.

Responsibilities

The following is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

- Oversee and direct all general accounting functions, including chart of accounts and general ledger, procedural aspects of the billing process, cash receipts and accounts receivable, accounts payable, fixed assets, petty cash, bank reconciliation and client trust funds.
- Maintain established internal controls to safeguard assets, to ensure proper accounting of transactions and to promote operational efficiency within the accounting department and throughout the Firm.
- Monthly & Annual financial reports - preparation and analysis in a timely and accurate basis.
- Key person on accounting software upgrade project.
- Key person responsible for financial management and analysis.
- Provide reporting to the Shareholders and Board of Directors as required.
- Audit management.
- Responsible for VW Business Services operations.
- Monitor cash flow and perform cash management, maintaining adequate compensating balances.
- Supervise payroll and payroll withholding functions and coordinates employee payroll matters with the COO.
- Serve as backup for other accounting staff.
- Serve as backup for benefits administration.
- Ensure the maintenance of accounting record retention for files as required.
- Ensure all local, state, and federal tax reports are filed in timely manner (including coordinating efforts with CPA Firm).
- Participate in an annual benefit review.
- Work occasionally requires more than 40 hours per week to perform the essential duties of the position.

Requirements

- Knowledge of accounting principles in order to assume responsibility for the accounting department at a level normally acquired through the completion of a bachelor's degree in accounting, finance or equivalent. Approximately five to eight years of progressively responsibly related work experience. Ability to demonstrate impeccable integrity in personal and fiduciary matters. Interpersonal skills necessary in order to communicate with a diverse group of attorneys and staff, and provide information with courtesy and tact.

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Requires regular contact both inside and outside the Firm at all organizational levels, and involves considerable tact, discretion, and persuasion in order to obtain willing action and consent.
- Requires the ability to work independently towards general results, and to devise new methods and meet new conditions for involved/complex jobs.
- Experience as a Supervisor desired.
- Frequently work at fast pace with unscheduled interruptions.
- Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines.
- Experience in a service organization desired, law Firm experience a plus.
- CPA a plus but not required.

How to Apply

We offer an excellent benefits package and competitive salary, commensurate with experience. All inquiries and applications will be kept in confidence. Please submit all application materials to careers@vwlawfirm.com.