

Chief Financial Officer

General Summary

This position manages the Finance Team, and is responsible for the procedures, budget, operations, and staff management; provides financial management, planning, reporting, transaction services, and treasury and investment management for the SBM, the Client Protection Fund, the Sections, and the Attorney Discipline System, as well as risk management including liability insurance administration.

Principal Responsibilities

- Direct the preparation of all financial statements, including income statements, balance sheets, tax returns, and governmental agency reports.
- Provide accurate and timely financial reporting, forecasts, and special financial studies to SBM executive management, Board of Commissioners, Attorney Discipline System, and Sections.
- Provide effective oversight of financial transaction services including fees billing, accounts payable, accounts receivable, and cash receipt and credit card processing.
- Coordinate the State Bar annual budget for approval by the Board of Commissioners.
- Provide long term financial analysis and strategic planning; recommend resource management strategies and tactics.
- Manage the cash and investments of the State Bar, Client Protection Fund, Sections, and Attorney Discipline System under the approved investment policy.
- Recommend financial policies to SBM executive management and BOC for approval and administer those policies.
- Coordinate with outside audit firm on the annual audit, new accounting standards, and assist the Audit Committee in the auditor selection process.
- Coordinate with the IRS and consult with tax experts where specialized tax expertise is needed.
- Serve as staff liaison to the Finance Committee and the Audit Committee of the Board of Commissioners.
- Support the sections on all financial matters.
- Serve as a liaison and consultant to the Attorney Grievance Commission and Attorney Discipline Board for all financial matters.
- Serve as a trustee on the SBM retiree health care trust and SBM retirement plans.
- Assure asset protection and risk management through building security, liability insurance coverage, investment management, and internal financial controls.

Management Responsibilities

- Develop and recommend division budget and authorize budgeted expenditures.
- Develop short and long-range operating objectives, staffing, and organizational structure.
- Assure management training and development needs are identified and programs initiated.
- Develop an adequate plan for backup and succession of management and other key personnel.

- Assure that a positive employee relationship is maintained. Ensure that the company's management principles, policies, and programs are consistently practiced. Approve effective personnel action initiated by direct reports.
- Stay abreast of current trends and practices in field of expertise. Assume other special activities and responsibilities occasionally as directed.
- Inform SBM executive management on operational issues and serve as a key advisor for decision making.

Minimum Position Guidelines

- Bachelor's degree in Business Administration, Accounting, or Finance required. Advanced degree and/or financial certification (CMA, CPA) preferred.
- Extensive GAAP and financial reporting technical skills; GASB experience preferred.
- Eight to ten years' financial management experience required.
- Excellent written and verbal communication skills required to interact with staff, members, SBM leadership, vendors, auditors, and other external agencies.
- Proficient with database and accounting computer application systems.
- Ability to meet department standards regarding job knowledge, quality, efficiency, initiative, teamwork, customer service, and overall performance.

How to apply:

Please send a cover letter and resume to employment@michbar.org. The State Bar of Michigan is an equal opportunity employer.