

## Accounting Manager

HSML is a growing Intellectual Property law firm in downtown Minneapolis that serves the needs of a broad spectrum of businesses and individuals from all over the world. Our client base includes individual inventors, emerging companies, large corporations, governmental bodies, and academic institutions across a diverse range of technologies and legal needs.

Full-time employees are eligible for our complete employee benefits package which includes 401(k), health and dental insurance, life insurance, short-term and long-term disability insurance, Health Savings Account or Flexible Spending Plan, parking allowance, paid time off, and holiday pay.

We seek a proven financial manager whose responsibilities include the following. Submit resume with salary requirements to [etinker@hsml.com](mailto:etinker@hsml.com).

### Responsibilities:

- Work with the CEO to maintain financial oversight of the firm (budgeting, forecasting, reporting).
- Supervise accounting staff members, and audit accounting records (Including invoicing) and payroll records.
- Manage collection of receivables.
- Handle all insurances to ensure the firm is covered in the event of any insurable incident.
- Manage the facilities so they reflect well on the firm and provide a pleasant place in which to work.
- Proactively anticipate business issues and work to address those before they become problems.
- Reduce all risks to the firm in a cost effective manner.
- Work with professional service providers and other subcontractors to ensure successful operation of the firm.

### Requirements:

- Four-year degree preferred or equivalent work experience.
- Demonstrated leadership of a business office, including 5+ years of progressive operating responsibility.
- Excellent professional communication skills.
- Strong Word and Excel experience required; ProLaw software experience desired.
- Ability to manage competing demands, frequent change, delays or unexpected events.
- Ability to interact with all functional areas and organizational levels, occasionally in stressful situations.
- Exceptional problem-solving skills.
- Strong negotiation, influencing and analytical skills.
- Proven leadership experience with the ability to develop and motivate a team.

**Send resume, cover letter, and salary requirements to Elaine Tinker at [etinker@hsml.com](mailto:etinker@hsml.com).**