



# Assistant Controller

**NOVATO, MARIN COUNTY, CALIFORNIA  
FULL-TIME**

One Legal is a technology-driven company that is transforming how legal professionals access legal support services. We're building online tools that help to make the administration of legal practice easier and more efficient and, in the process, transforming an industry. It's our vision to be the most trusted technology provider for legal support services in the United States.

## **ABOUT YOU:**

You are a highly organized finance leader who thrives on challenges and is highly motivated to take your team to the next level by embracing change. Your proven track record in implementing effective accounting processes and controls underscores your leadership skill.

You are an expert with the tools of the trade including Excel, NetSuite, and Adaptive Planning, and have well-honed analysis, written and verbal skills. You are technically competent, with a solid understanding of the how and why behind your team's tasks.

Your passion lies in digging into the details, learning new things and sharing your knowledge to drive cost reductions and sound business decisions. You understand the needs of the customer and can translate those needs into viable solutions that enhance the customer experience. Most importantly, you want to be the architect of your own success and, by doing so, build a better business.

## **ABOUT THE ROLE:**

The Assistant Controller reports to the CFO and provides technical and administrative leadership for a team of five staff who perform daily accounting activities including A/P, A/R, payment processing, and cash reconciliation.

The Assistant Controller manages the entire accounting function, ensures that effective controls are being performed and provides accurate, timely and insightful reporting of the company's financial results.

The Assistant Controller will be an energetic leader who effectively communicates the company's strategy and values to hire, coach and motivate the team.

## **AS ASSISTANT CONTROLLER YOU WILL:**

- Supervise a team of five motivated and experienced accounting staff to perform daily accounting functions including transactional accounting, AP, AR & collections, and account analysis.
- Lead the team to prepare and deliver the monthly close book and analysis.
- Maintain the integrity of the NetSuite accounting system. Ensure the high volume of transaction data is recorded accurately each day from our various proprietary systems.
- Review and perform complex reconciliations and analysis.
- Ensure that effective processes are in place to ensure compliance with laws, regulations, and contractual commitments.
- Oversee the development and improvement of accounting policies and procedures
- Continuously evaluate and improve the company's internal controls
- Work closely with investors, bankers, accountants and lawyers as required.
- Work closely with our CPAs to manage the annual audit and tax engagements.

## **YOU SHOULD HAVE:**

At One Legal we consider every candidate on his or her individual merits. However, possession of some or all of the following will help to differentiate you from the field.

### **Required**

- BS in business, accounting and/or finance
- Prior accounting manager or assistant controller for middle market firm (>\$20 million)
- Experience leading a team and managing a monthly close
- Managing a G/L in NetSuite

## **Preferred**

- Expert Excel and/or Adaptive Planning experience
- CPA not required but must have strong technical (GAAP) competence.
- 5+ years of progressive accounting experience, preferably in business services or SAAS is a plus
- Payment processing including Credit card / ACH / eCheck and chargeback processing experience is a plus
- Experience in the legal services industry is helpful

## **BENEFITS:**

We offer a great compensation package, with PTO and sick leave, flexible working options (including remote “workcations”), a fun and casual work environment, a competitive benefits plan, and the opportunity to be part of a team that is shaping the future of legal technology.

As a bonus, you'll be working out of our headquarters in beautiful Marin County, just 25 traffic-free minutes north of the Golden Gate Bridge.

## **HOW TO APPLY:**

Send a resume, cover letter, and a link to your LinkedIn profile to  
[resumes@onelegal.com](mailto:resumes@onelegal.com).