



Menn Law Firm, Ltd. traces its roots to 1926, when two young lawyers, Homer H. Benton and Alfred C. Bosser, formed a partnership. Benton and Bosser envisioned a law firm that specialized in both advising and advocating on behalf of clients, with a goal to create a preeminent law firm in Appleton with one group of attorneys concentrating on litigation, and one group of attorneys concentrating on business and personal legal matters. Over the years, the firm has grown and evolved, but has stayed true to the vision established by Benton and Bosser. As we celebrate our centennial year, we remain dedicated to providing our clients with timely, practical and cost-effective services of the highest quality.

We are currently seeking a controller, responsible for maintaining the organization's financial integrity through oversight of day-to-day accounting operations and asset management.

Duties include but are not limited to:

- Manages the firm's accounting, financial, and IT activities, ensuring accurate financial reporting and internal controls for activities, such as budget administration, cash and credit management, and accounting. Ensures compliance with GAAP, tax regulations and internal policies.
- Prepares and analyzes monthly, quarterly, and annual financial statements and provides strategic financial insights to support operational decision-making. Advises CEO and shareholders on short-term and long-term financial objectives, policies, and actions.
- Analyzes the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
- Conducts or coordinates internal audits of company accounts and financial and trust transactions to ensure compliance.
- Manages relationships with banking, insurance, and external accounting personnel.
- Oversees firm IT function including installations, upgrades, and implementations working in conjunction with third party vendors, consultants, and Operations Coordinator.
- Manages, develops, and evaluates finance department staff and processes, providing training and guidance and recommends departmental structural and operational changes or enhancements.
- Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

Requirements

- Bachelor's degree in finance, accounting or related discipline and a minimum of 10 years of progressive applicable experience required. Strong knowledge of GAAP and financial reporting.
- High-level expertise in financial software systems, advanced Excel skills, strong understanding of IT infrastructure.
- Strong analytical and problem-solving skills, particularly with maximization of costs and efficiencies. Expert ability to prepare, analyze, and interpret financial statements, variance reports, and forecasts.
- Skilled in handling confidential business matters and information with discretion. Excellent organizational and communication skills along with a strong attention to detail required. Ability to present financial analysis and projections to company stakeholders.
- Strong leadership skills with ability to develop and mentor staff, delegate tasks, and manage projects and workflow.
- Must be able to work in a high-intensity, highly fluid, and fast-paced environment.

Menn Law Firm is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.