



JOB DESCRIPTION
Chief Operating Officer

Position Chief Operating Officer

Location Columbia, South Carolina

Description Collins & Lacy, P.C. seeks an experienced Chief Operating Officer. Requisite background should include five years of experience in a law firm environment (or its equivalent), strong business acumen and human resource skills, and a “firm first” approach to this challenging position.

The Chief Operating Officer will be given considerable authority and autonomy to achieve Firm goals and objectives, including improved operating efficiencies and enhanced profitability.

Based in Columbia, South Carolina, Collins & Lacy, P.C. is a growing firm with 25 lawyers and additional office locations in Greenville and Myrtle Beach. For more information, visit www.collinsandlacy.com.

Interested parties can apply online at <http://www.collinsandlacy.com/careers/>.

Duties and Responsibilities The Chief Operating Officer will have primary responsibility and authority to lead and administer several important functions of the Firm:

Finance

Planning, forecasting, financial reporting, general ledger accounting, billing and collections, cash flow, banking relationships, tax planning and reporting, trust accounting, payroll, insurance programs, pension and retirement plans.

Human Resources

Recruiting, hiring, training, managing and evaluation all non-lawyer administrative and support personnel. Salary administration, benefits administration, workers' compensation, personnel data systems, job design, and resource allocation.

Facilities Management

Space planning and design, lease negotiations and inventory/supplies control. Records management/retention and disaster recovery. Mail/messenger services and other facilities management functions for three office locations. Equipment acquisition and vendor selection.

In addition, the Chief Operating Officer manages and contributes significantly to the following activities of the Firm:

Operations/Management

Strategic and tactical planning, risk management, quality control, organization development, firm planning processes and other general management functions.

Marketing and Business Development

Client profitability analysis, business development, marketing, public relations, collateral materials and website. Client relations. Enhancing the Firm's image and visibility in desired markets.

Qualifications Minimum of 5 years of experience in law firm administration or its equivalent.

Strong human resources and financial skills required, with an MBA and/or CPA degree preferred.

Effective organizational, communications and interpersonal skills required.

Excellent problem-solver and team player. "Firm first" attitude and mindset.

Must work effectively with other motivated professionals in a fast-paced environment.

Compensation Commensurate with experience and credentials. Full benefits package and relocation assistance.

Reporting Relationships Reports to the Firm's Management Committee.