



Shilepsky O'Connell LLP is seeking a full time administrator to manage business operations. Position focuses on finance, accounting, budgeting and profitability with responsibility for IOLTA Trust accounting, invoicing, collections, payable, payroll, month-end, and financial reporting. Other areas of responsibility include human resources, benefits administration, marketing, and efficiency within office and facilities management. Ideal candidate will have a BS in business management, a strong accounting background, excellent interpersonal and communication skills, leadership abilities, ability to manage multiple diverse projects concurrently, solid knowledge of computer software applications, and at least 10 years in legal administration. Experience with PCLaw would be helpful. Please send cover letter, resume and salary requirements to: Hiring Partner c/o Shilepsky O'Connell LLP, 225 Franklin Street, 16th Floor, Boston, MA 02110 or email to brobb@shoclaw.com
