

Director of Financial Systems

Accounting Department

Summary:

The Director of Financial Systems is a leadership role responsible for overseeing the Firm's financial technology systems and driving strategic initiatives to optimize business operations. This position leads the development, implementation and continuous improvement of enterprise financial systems ensuring they support the Firm's global operations and strategic objectives. The Director serves as a key liaison between Accounting, IT and business stakeholders to deliver innovative solutions that enhance efficiency, accuracy and compliance across all financial processes.

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Qualifications:

- Bachelor's Degree in Finance, Accounting, Information Systems or related field 5+ years of progressive experience in financial systems management.
- Extensive experience in professional services environment, preferably in a large international law firm.
- Strategic thinking with ability to translate business requirements into technical solutions.
- Exceptional analytical and problem-solving skills with attention to detail.
- Strong project management capabilities with experience leading cross-functional teams.
- Change management expertise with ability to drive adoption of new systems and processes.
- High level of integrity and ability to handle confidential financial information.

Duties and Responsibilities:

- Develop and execute strategic roadmap for financial systems, ensuring alignment with firm-wide technology initiatives and business objectives.
- Oversee enterprise financial applications including Elite 3E, time and billing platforms, and integrated financial reporting solutions.
- Lead cross functional teams in major system implementations, upgrades and integration projects.
- Establish governance frameworks and best practices for financial system management.
- Monitor system performance, data integrity, and security across all financial applications.
- Oversee development and maintenance of financial reporting infrastructure, including ad hoc reporting requests.
- Analyze existing financial processes and systems to identify opportunities for automation and efficiency gains.
- Evaluate emerging technologies and vendor solutions to support evolving business requirements.

Status: Exempt

Reports To: Senior Director of Financial Systems and Reporting

Workplace Type: Remote

Salary range is \$162,000 - \$310,000 based on experience level and location.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

Qualifications (continued):

- Technical Skills:
 - Extensive experience with Elite 3E, Workday Payroll, SQL, SSRS, XML and/or similar tools.
 - Experience with cloud-based financial applications and SaaS implementations.
 - Advanced Microsoft Excel and data visualization software skills.

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