

SAVERI

LAW FIRM

Job Title: Controller
FLSA Status: Exempt/Full-Time

About Us

The Saveri Law Firm, LLP is a purpose-driven plaintiffs' firm dedicated to challenging powerful corporations — from Big Tech to dominant industry players — through precedent-setting antitrust and competition litigation on behalf of consumers, workers, and creators. We are at the forefront of emerging issues, including generative AI, no-poach agreements, wage-suppression collusion, price-fixing, and other anticompetitive and exploitative business practices.

Since our founding in 2012, we have built a reputation as one of the nation's leading plaintiffs' firms and are appointed time and again as lead or co-lead counsel in significant, complex cases in federal and international forums. To date, our attorneys have obtained over \$5 billion in settlements and successful resolutions for their clients.

Our work has been repeatedly recognized by leading independent legal-industry peers and ranking organizations. Highlights include high rankings by Chambers & Partners in its "Antitrust: Plaintiff" categories, and recurring praise from the Legal 500, Best Lawyers, Benchmark Litigation, the Global Competition Review, the American Antitrust Institute, and other well-respected organizations.

We are not just litigators, we are advocates for fairness, competition, and accountability. We want to make an impact, bring creativity to difficult challenges, and value high-caliber work. If you are passionate about using the law to challenge the status quo, your work here will truly matter.

About the Role

The Controller works under the direction of the Executive Director and Managing Partner, and is responsible for managing the firm's financial accounting, reporting, budgeting, and project management. Daily responsibilities include overseeing accounting operations, payroll, cash receipts, trust account management, partner distributions, accounts payable, case cost audits, and expense reporting. The Controller also maintains the firm's retirement plan, including the 401(k) provider relationship, and leads the firm's annual budget, forecasts, and long-term financial planning.

What You Will Do

- Accounting Management – 70%

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- Direct all accounting functions including billing, accounts payable, accounts receivable, payroll, bank reconciliations, fixed assets, financial reporting, case cost management, and expense management.
- Prepare monthly and year-end financial reports, including revenue forecasting, income distribution, and payment of firm expenses.
- Coordinate external audit materials and serve as primary liaison with third parties (e.g., CPA) on accounting issues, year-end preparation, and journal entries.
- Prepare annual budgets and monthly financial performance and projection metrics.
- Manage outgoing ACH and wire transfers, verifying all routing and account numbers for accuracy and fraud prevention.
- Oversee the firm's trust accounting activities.
- Design and maintain financial controls, policies, and risk management practices.
- Partner with the Executive Director and Partners on case reporting, auditing, and adherence to case guidelines, including incoming and outgoing T&E reporting.
- Collaborate with co-counsel on time and expense activities, including establishing and communicating reporting requirements.
- Draft, implement, and document process improvements and accounting policies while maintaining the integrity and accuracy of underlying records.
- Lead and oversee accounting, HR, payroll, and administrative functions, including hiring, training, managing, and evaluating staff and relevant contractors.
- Oversee the Tabs3 time management system (billing, user administration, issue resolution) and serve as point of contact for new case setup.
- Participate in the development of and support of the company's strategic plans.
- Human Resources – 20%
 - Manage semi-monthly payroll, ensuring accurate and timely employee compensation, tax filings, compliance, and 401(k) eligibility tracking.
 - Partner with the Executive Director on employee onboarding, offboarding, and regulatory compliance.
 - Oversee benefits administration (e.g., 401(k), WageWorks, Disability, Healthcare), serving as a point of contact for employees alongside the Accounting team and HR Coordinator.
 - Identify and implement HR compliance policies, procedures, and risk management improvements, staying current on changes in employment law and multistate registration requirements.
 - May participate in the strategic planning of Human Resources.

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- Operations Management – 10%
 - Partner with the Executive Director and staff on managing physical facilities, making recommendations for systems and major purchases.
 - Develop policies and procedures to ensure efficient functioning and interaction across all service departments.
 - Serve as administrator for web-based software for timekeeping, expense reporting, performance management, travel booking, and general accounting software.
 - May participate in the strategic planning of Firm Operations.

About You

- You bring a high level of accuracy and attention to detail, from financial reports to vendor payments.
- You communicate clearly and confidently across all levels of the organization, from staff to executive leadership, in both formal and informal settings.
- You are comfortable managing multiple projects and priorities simultaneously without losing track of the details.
- You are a creative and critical thinker who looks for ways to improve processes and solve problems proactively.

Qualifications

- Bachelor's degree in Accounting or equivalent, plus 7+ years of accounting experience.
- 5+ years of experience in a law firm or professional services (billable-hour) environment.
- Experience with web-based software for timekeeping, expense reporting, performance management, travel booking, and general accounting software (e.g., QuickBooks, Tabs3, PracticeMaster, Trakstar, Egencia, Emburse).
- Proficiency in the Microsoft Office suite, with advanced Excel skills (e.g., pivot tables, lookups, etc.).
- Experience with advanced financial modeling or multistate/jurisdictional tax considerations.
- Certified Public Accountant (CPA) or Certified Legal Manager (CLM) designation preferred.
- SHRM or equivalent HR certification preferred.

Reporting Relationship

- Reports to the Executive Director and Managing Partner.

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- Two direct reports: Account and Accountant Specialist.

Work Schedule

- The position requires being in the San Francisco office 5 days a week.
- Standard office hours are Monday through Friday, 8:30 a.m. to 5:30 p.m.
- Some travel and schedule flexibility required.

How to Apply

Please submit your application by emailing careers@saverilawfirm.com with the job title as the subject line or apply directly on our website. Your application must include:

- Resume
- Cover letter

The Saveri Law Firm is proud to be an Equal Opportunity Employer committed to building a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, and/or other protected status as required by applicable law.