

Roberta H. Seefried

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OBJECTIVE:

To obtain a position as an Administrator or CFO in a stable organization that will allow me to use my results oriented professional skills and experience as an asset for its objective

PROFESSIONAL SUMMARY:

Competent leader and motivator with extensive management and financial skills as well as human resources management. Proven success and commitment in establishing and meeting all goals and objectives. The exceptional ability to focus on short-term solutions while maintaining the long-term vision.

Areas of Expertise:

Profit Optimization	Tax Planning & Compliance	Strategic Planning
Contract Negotiations	Insurance & Benefits	Financial Planning

PROFESSIONAL EXPERIENCE:

Weiss Serota Helfman Pastoriza Cole & Boniske P.L.

Chief Financial Officer 2006 – Present

- Responsible for Financial Reporting, Budgeting, Forecasting as well as manage the Accounting Department for Multi-Office Firm.
- Renewed Malpractice Insurance with a significant savings.
- Oversaw firm change to a PL with individual PA's from a PA.
- Firm was 8 months behind when I arrived and it is now up to date and accurate.
- Responsible for the administrative management of the firm's accounting systems, including organization, accounting personnel and the development of improvements as necessary.
- Preparation and maintenance of budget.
- Offer recommendations as necessary to firm systems and procedures.
- Audit the work performed by accounting and billing staff.
- Implement internal controls to ensure compliance with generally accepted accounting principles.
- Prepare and maintain cash flow reports and reconciliations.

Abrams Anton, PA, Hollywood, FL (now Greenspoon Marder, PA, Ft. Lauderdale, FL) 1983-2006

Legal Administrator 1989 – 2006

- Responsible for day-to-day operation of medium sized la firm. Developed and implemented operation systems, procedures, and policies. Gathered information from internal and external sources to assist in decision-making.
- Analyzed firm's financial conditions. Developed and managed firm's budget and cash flow schedules. Established long-term capital needs and projected long-term financial position. Administered accounting functions and established and managed internal

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financial controls for monitoring billings and collections. Maintained reports via complex formula based compensations systems.

- Planned, developed and kept current hardware and software systems to support Information Technology needs relative to the various practice areas.
- Responsible for hiring and firing, staff management, and workflow monitoring. Promoted staff morale, supervised and counseled support staff, provided employee orientation and monitored performance reviews. Ensured compliance with applicable federal, state and local laws and administered firm's 401K, Section 125 Cafeteria Plan. Developed and Administered compensation structure for non-attorney employees.
- Reviewed, negotiated and monitored purchase of major equipment purchases and service agreements. Solicitation of Quotations and made recommendations for Professional Liability Insurance, Health Insurance, General Insurance and Employment Practice Insurance.
- Attended all Partner and Management Committee meetings as well as Investment Committee meetings for retirement plans.
- Responsible for relocation of the Abrams Anton offices to the Greenspoon Marder locations. Also, maintained a Boca Satellite office for many years and relocated that office three times.

Controller 1983-1989

- Supervision of accounting and computer operations. Monitoring of daily cash flow and investments. Prepared financial statements, monthly budget analysis, quarterly and annual profitability reports, and payroll taxes. Prepared year-end schedules and depreciation for corporate tax returns.

EDUCATION:

B.S. in Accounting, Salem State, 1968
Salem, Massachusetts

MEMBERSHIPS:

National Association of Legal Administrators
South Florida Chapter of ALA (Vice President 1993-1995)
Port Everglades Chapter of ALA (President 1992)