

WILLIAM A. MURPHY

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Objective: To obtain a position as a Chief Financial Officer for a small to medium size service company which will challenge me and utilize my experience.

Education: MBA, Drexel University
B.S., Drexel University - Major: Accounting with a minor concentration in Finance.

Experience:

03/13- 06/17 Sessums ,Black Caballero & Ficarrot
Tampa, FL 33606
Administrator

- Oversaw all non-legal functions of this boutique Family Law Firm
- Responsible for the entire accounting function including: billing, payroll, monthly financial statements, accounts receivable & payables
- Main liaison with firm's bank officer & outside accounting firm
- Benefit plan administration

10/11- 9/12 Cole, Scott & Kissane
Bonita Springs, FL 34134
Office Manager

- Oversaw the build out of the space for this newly opened branch office;
- Responsible for the daily operation of this facility;
- Assisted partners in their Marketing efforts;
- Main contact with building management and all outside vendors;
- Responsible for hiring support staff personnel and monitoring all personnel policies.

5/07 – 2/11 Pavese Law Firm
Fort Myers, FL 33901
Director of Administration / Controller

- Responsible for firm's operating activities for three offices;
- Established first operating budget;
- Responsible for all firm insurance plans and employee benefit programs;
- Oversaw implementation of marketing program including hiring of an advertising consultant;
- Main contact with all outside vendors including banking officer and accountant;
- Implemented cost reduction program to reduce support staff and cut operating expenses;
- Responsible for upgrading and outsourcing IT functions resulting in improved service to users while reducing costs;
- Upgraded and modernized Firm website to make it more of a marketing tool.

12/90 – 5/07 Lavin, O'Neil, Ricci, Cedrone & DiSipio
Philadelphia, PA 19106
Chief Operating Officer / Controller

- This position had complete responsibility for all non-legal aspects of the firm;
- Planned, managed and provided leadership for accounting department including: accounts receivable, accounts payable, payroll, financial reporting and analysis;
- Prepared all financial statements, budgets and forecasts;
- Main contact with bank officer, auditors and vendors;
- Responsible for firm facilities including coordinating the relocation of all three company offices;
- Oversaw selection and administration of all corporate benefit programs;
- Developed and monitored company personnel policies;
- Performed profitability analysis on various practice areas.

5/90 – 12/90 Sprecher, Felix, Visco, Hutchinson & Jarin
Philadelphia, PA 19103
Chief Operating Officer

- Managed all departments of the firm including accounting, personnel, benefits and facilities;
- Directed all financial activities from accounting and analysis through budgeting;
- Coordinated the process of selecting a law firm to merge with including: meeting with shareholders, financial analysis and comparison of offers;

- Responsible for coordinating the closing of this entity.

Skills: MS Word, Excel, Gill & Piette Billing System, Outlook, TABS, Client Profiles

References: Available upon request.