

Lead – Finance & Accounting Services, United States

PeopleSoft Job Code / Title: 8138 / Global Finance Lead
Department / Subdepartment: Global Finance / Financial Accounting
Organizational Relationship: Reports to Level 5 or higher
FLSA Status: Exempt
UCM Level: Level 4
Last Updated: August 19, 2026

Department / Subdepartment Overview

The Global Finance department provides comprehensive financial management and strategic support across our global operations. The department ensures the financial health and sustainability of the firm, enabling us to deliver exceptional legal services to our clients worldwide.

Role Overview

The Lead - Finance & Accounting Services, United States supports U.S. practice offices and Global Finance through a combination of accounting expertise, operational support, process improvement, and technology-enabled solutions. This role partners with practice office personnel, Finance teams, and other stakeholders to help deliver accurate, timely, and client-focused finance and accounting services. The Lead applies a strong foundation in accounting principles while identifying opportunities to improve processes, strengthen controls, enhance reporting, and support automation initiatives.

Essential Duties and Key Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Supports Finance & Accounting Services across practice offices, including budgeting, expense management, accounts payable, nominal and recoverable costs, charitable contributions, and related non-billing activities
2. Applies solid accounting principles, financial controls, and firm policies to review transactions, research issues, prepare analyses, and resolve practice office and GSO requests
3. Assists with annual budget processes, including compilation of inputs, review of operational expenses, variance and payee/department-level analysis, and follow-up with local office and business contacts
4. Reviews and documents finance and accounting processes to identify root causes, control gaps, training needs, and opportunities to improve efficiency, consistency, and service quality across offices
5. Participates in automation and technology initiatives (e.g., SharePoint and Power Platform workflows, reporting enhancements), including business requirements, user acceptance testing, validation of outputs, and post-implementation support
6. Uses Excel, reporting tools, and financial systems to analyze data, identify trends or exceptions, and prepare clear summaries for management review and stakeholder discussions
7. Partners with cross-functional teams and provides guidance, training, and responsive support to promote best practices, policy compliance, confidentiality, sound judgment, and a strong client-service mindset
8. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Analytical skills, including the ability to interpret financial data, analyze variances, identify exceptions, perform detailed reviews, and summarize findings clearly
- Strong accounting foundation, including the ability to understand, analyze, and apply accounting principles to financial transactions, reconciliations, reporting, and operational decision-making
- High level of attention to detail, with the ability to review and proofread work to ensure accuracy, completeness, and compliance
- Effective communication abilities, both written and verbal, with the capacity to clearly present analysis and findings in formal and informal settings
- Well-developed interpersonal capabilities, with the ability to collaborate effectively and interact with individuals at all levels of the organization
- Strong organizational and time management capabilities, with the ability to prioritize tasks, manage multiple deadlines, and work efficiently in a fast-paced environment
- Proven capacity to work both independently and collaboratively, with a strong team-oriented and customer service mindset
- Proven discretion in handling confidential and sensitive information with professionalism
- Strong commitment to quality and continuous improvement, including a focus on maintaining strong controls and improving processes
- Knowledge and proficiency in Microsoft Office applications, particularly Excel; experience with SharePoint, Power Platform, Power BI, Elite, Emburse, or comparable financial and workflow systems
- Demonstrated interest in adopting and leveraging AI-enabled tools, automation technologies, reporting solutions, and new ways of working to improve Finance operations

Position Specifications*Typical Experience*

- Typical years of relevant experience: a minimum of three years' experience in accounting, finance, audit, financial operations, or related professional services experience
- Typical years of cumulative experience: a minimum of five years
- Experience with budgeting, financial analysis, reconciliations, accounts payable, expense management, reporting, process documentation, or financial systems preferred
- Experience participating in process improvement, system implementation, data analysis, automation, workflow, or reporting initiatives preferred

Education

- Bachelor's degree in Accounting, Finance, Business or related field required
- CPA, CPA candidate, or other relevant professional certification preferred

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.