



Posting Date: December 29, 2025

Job Title: Law Firm Administrator

Organization: WLPP Law

Location: 350 Indiana, Suite 450, Golden, CO 80401

Reports To: Managing Partners

FLSA Status: Full-Time, Exempt

Hours: 32 - 40 hours per week

Salary Range: \$90,000 - \$110,000 annualized, based upon weekly schedule and placement within the range

Supervises: 7 Staff

Work Location: In person

Firm Overview

For over 40 years, the law firm of WLPP Law has represented homeowners associations, townhome owners associations and condominium owner associations throughout the State of Colorado.

Position Summary

Reporting to the Managing Partners, the Law Firm Administrator oversees financial administration, personnel support, and daily operational and administrative functions. This role is central to keeping the firm running smoothly and efficiently. This is an ideal role for a professional who thrives in a law firm environment where responsibilities are broad, processes evolve, and each team member directly contributes to the firm's success.

Key Responsibilities

Financial Management

- Manage all core general ledger practices, including lawyer trust accounts
- Manage accounts payable processes
- Prepare monthly financial statements and reports for managing partners
- Assist with billing questions, processes, and special billing situations
- Assist with accounts receivable questions
- Prepare year-end financials and necessary documents for external tax preparation
- Process payroll through an online platform and maintain payroll records
- Track budgets for office expenses, subscriptions, and vendor agreements
- Maintain audit-ready documentation and ensure compliance with Colorado and federal requirements
- Manage and maintain 401(k) plan administration
- Maintain excellent relationships with all financial providers

350 INDIANA ST., SUITE 450
GOLDEN, COLORADO 80401

PHONE 303.863.1870
FAX 303.863.1872
WWW.WLPP.LAW.COM

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Personnel & HR Administration

- Maintain and enforce office policies and procedures as necessary
- Support recruiting by posting open roles, coordinating interviews, and handling new-hire paperwork
- Facilitate employee onboarding and offboarding, including system access and equipment distribution
- Maintain employee files, timekeeping records, leave balances, holiday schedule, and master leave calendar
- Manage benefits and insurance administration
- Prepare and participate in annual review cycle
- Administer Colorado-specific benefits and compliance items
- Serve as the first point of contact for employee questions regarding policies, work schedules, payroll, and benefits
- Coordinate staff training, celebrations, and team culture efforts to support a strong law firm environment

Operations & Administrative Management

- Oversee day-to-day office operations including supplies, equipment, vendor relationships, scheduling, and facility upkeep
- Coordinate with building management on office lease and property matters
- Oversee IT systems and serve as key contact for staff and external vendors
- Coordinate management of insurance policies
- Serve as the primary contact with all vendors
- Maintain office policies, workflows, and internal communication systems
- Ensure clean, organized, and efficient office functions that support the team's work
- Manage subscriptions, software licenses, and equipment inventory
- Provide administrative support to managing partners and help organize meetings, calendars, and occasional special projects

Qualifications

- Bachelor's degree required, MBA or equivalent preferred
- 7-10 years of office or administrative management experience required; 2-5 years of law firm experience preferred
- Knowledge of core general ledger practices, billing, financials, reporting, and payroll processes for a partnership
- Familiarity with Colorado employment laws
- Experience managing and adhering to rules regarding lawyer trust accounts
- Effective oral and written communication skills
- Ability to prioritize and manage multiple tasks while adapting to business needs
- Ability to work independently with minimal supervision
- Skilled in building and sustaining positive and productive relationships



- Exceptional organization, diligence, and follow-through
- Experience in developing policies and procedures
- Proficient with Microsoft Office, Practice Master/TABS (or similar practice management/law firm billing system), and basic office technology
- Physical Requirements:
 - Ability to perform duties in a typical office environment
 - Occasional lifting of up to 25-30 pounds may be required
 - Ability to stand, walk, and sit for extended periods
- Additional Eligibility Qualifications
 - Must be authorized to work in the United States
 - Must possess a valid driver's license

Key Competencies

- Financial accuracy and accountability
- Confidentiality, integrity, and sound judgement
- Knowledge of law firm ethics
- Initiative, planning, resourcefulness, and follow-through
- Knowledge of lawyer trust accounts
- Effective communication skills
- Operational efficiency and problem-solving
- Ability to learn new software and systems
- Positive, solutions-orientated attitude

Compensation

- \$90,000.00 - \$110,000 annualized, based upon weekly schedule and placement within the range
- The actual rate of pay will be determined based on factors such as experience, education, and job-related skills.

Benefits

- Medical insurance
- Dental and vision insurance offered
- Paid time off
- Paid holidays
- Leave benefits
- 401(k) plan
- Long term disability insurance
- Professional development support



Equal Opportunity Statement

WLPP Law is an Equal Opportunity Employer. We comply with all federal, state, and local laws, including the Colorado Anti-Discrimination Act. We do not discriminate against any applicant or employee on the basis of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, gender identity or expression, pregnancy, family status, age, disability, genetic information, military or veteran status, or any other protected status. WLPP Law complies with Colorado's Equal Pay for Equal Work Act and the Job Application Fairness Act.

To Apply: Qualified candidates may submit a cover letter and resume to: amy@alignedintegration.com

Application Deadline: January 30, 2026

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