Careers

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We offer our lawyers a collegial, supportive, stable and creative environment to practice law and to grow personally and professionally. We seek well-established lawyers both associates and partners and staff who want challenging, intellectually stimulating work, diverse and interesting clients and a firm that encourages their well-being both at work and outside of work.

Our firm has done a good job of adapting to the changes in our industry. For example, we provide 12-week paid leave for new parents. In addition, we're flexible in work arrangements that balance the needs of our families and ourselves. "We're a first-name basis kind of firm," explained Frank De Vito, Rackemann's Managing Director.

"People here have a sense that we're in this together, that we're here to stay and that we genuinely care about one another, an attitude that describes our relationships with clients."

Open Positions:

Zoning, Permitting and Land Use Partner

This partner will have the support of Rackemann's widely respected real estate transactional and litigation attorneys to expand a dedicated land use group at the firm.

The successful candidate will have extensive experience advising clients on zoning, permitting and land use matters, including Boston and local zoning, comprehensive permits under c. 40B, subdivision control, wetlands issues and environmental matters, as well as interactions with governmental agencies and authorities. Experience with other aspects of commercial real estate, including site acquisition and assembly, leasing and financing, is also an important factor. The successful candidate will have a portable practice, 8+ years of experience and strong working relationships with regulatory authorities. We are looking for a partner with a commitment to excellence in providing client service as well as demonstrated interpersonal, analytical and organizational skills necessary for personal growth and business development.

Interested candidates should send resumes in confidence to:legalcareers@rackemann.com

Trust & Estates Client Account Manager

The Trust & Estates Client Account Manager (CAM) manages the client relations, billing and collection arrangements and file management for the Trust & Estates department and client portfolios. This individual develops strong collaborative relationships with attorneys and staff throughout the full cycle of client intake, invoicing and collections. The CAM analyzes Firm statistics, prepares supporting documentation, and makes recommendations based on best business strategies. The CAM is responsible for matter management, including file maintenance, disbursement tracking and client matter budget monitoring. This individual will have oversight of all account billing and collections, unapplied fund resolution and client trust accounting.

Client Account Management

- Manage full cycle billing and collections processes for assigned attorneys and client portfolios. Provide recommendations to attorneys and clients regarding changes and updates to all aspects of attorney and client portfolios. Establish and maintain credibility with stakeholders, produce highly accurate work product, and take full ownership for results.
- With input from attorneys, establishes and manages alternate rate structures, including special rates, discounts, fee caps, fixed fees, tiered discounts and matter budgets.
- Collaborate closely with attorneys and staff to ensure compliance with client billing and e-Billing requirements; manage all processes from engagement to collections with tact, diplomacy, and effective negotiation skills.
- Review invoices thoroughly, analyzing and resolving any underlying issues; finalize invoices and submit in formats meeting attorney and client requirements, including e-billing submissions. Manage billing and collection arrangements with clients.

- Develop and manage relevant reporting to provide value-added insight into client matter management and profitability for attorneys and management.
- Prepare accurate monthly billing and collections forecasts for assigned portfolio based on attorney and client input.
- Ensure management of client trust accounts, on account billing, accurate payment application, and unapplied fund resolution throughout life cycle of assigned accounts.
- Review and implement terms of engagement letters and outside counsel guidelines for every client matter.
- Establish effective backup support processes to ensure seamless support for all portfolio matters.
- Meet and discuss with assigned attorneys their client A/R portfolios to determine collection strategy; make collection recommendations.

Financial Process Improvement

- Anticipate outcomes, assess next steps and recommend approaches to initiating actionable improvements related to assigned portfolio and within the Trust & Estates Department.
- Develop, document and share best practices with colleagues.
- Apply detailed knowledge of professional methods and underlying concepts while working with Management on billing and collection issues.
- Participate in departmental projects as requested; strive to innovate and offer insight into processes and create efficiencies.

Original Document Management

Will be responsible for current filing system and organization of records, such as letters, legal documents, case files, correspondence, invoices and memoranda according to that system. They will be expected to be able to locate and retrieve requested files, as well as prepare legal document indices, file folders and labels. It is fully expected that the current system will be assessed during the first few months and recommendations will be made for enhanced document management program.

Ideal Candidate

- Bachelor's degree in Accounting, Finance or Business discipline preferred.
- Minimum three years dedicated specialized billing, collection or account management experience.
- Hands-on experience performing complex accounting analysis.
- Records management experience preferred.
- Law Firm or professional services background preferred

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About Rackemann, Sawyer & Brewster
Rackemann, Sawyer & Brewster is a multi-service, Boston law firm sought and trusted by businesses, institutions, insurance regulators and individuals for real estate, business, regulatory, litigation, and trusts and estates matters. For well over 100 years, the firm has provided its clients with sound, ethical advice, outstanding service delivery and levelheaded solutions at a fair price.