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Jessica Dale is a Certified Legal Manager (CLM)<sup>SM</sup> and the Assistant Administrator at Finch, Thornton & Baird, LLP. With a strong background in legal management, finance, and business operations, Jessica plays a crucial role in overseeing day-to-day operations that are vital to the firm's success. She collaborates closely with the Firm Administrator and works alongside both the Accounts Receivable and Accounts Payable departments. Together, they ensure smooth financial functions, including billing, collections, and processing accounts payable with outside vendors.

Jessica is responsible for financial reporting, budgeting, and compliance reporting, and she works directly with the firm's partners and Management Team to provide valuable insights and reporting. She also ensures employees are accurately enrolled in and covered by the firm's benefits programs.

With years of experience managing law firms of various sizes, Jessica is dedicated to operational efficiency and staying ahead of industry trends to identify opportunities for improvement. She also plays an integral role in supporting the firm's administrative initiatives, coordinating educational programs, and fostering a positive and growth-oriented work culture.

In addition to her responsibilities at the firm, Jessica serves as Treasurer on the board of directors for the Association of Legal Administrators (ALA), further demonstrating her commitment to advancing the legal management community.

#### EDUCATION

- Utah State University, Huntsman School of Business, B.S. in Economics

#### EXPERTISE

- Certified Legal Manager (CLM)<sup>SM</sup> certification includes law firm management expertise in:
  - Communication and Organizational Management
  - Financial Management
  - Human Resources (HR) Management
  - Legal Industry/Business Management
  - Operations Management

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