



GIBSON
ARNOLD
& ASSOCIATES, INC.

GIBSON ARNOLD & ASSOCIATES, INC.

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Corporate Paralegal – Job Description

Corporate Paralegal to work in Denver or Boulder, Colorado. The successful candidate will support attorneys and clients of this boutique transactional law firm.

POSITION RESPONSIBILITIES

Form Corporations and Limited Liability Companies

- Check name availability and reserve corporate name.
- Draft organizational documents including certificate of formation or incorporation, action by sole incorporator, bylaws, organizational board actions, documents to issue stock, PIAs and technology assignments.
- File certificates with State Secretary of States.
- Obtain tax ID numbers from IRS.
- Prepare FinCen BOI Reports.

Maintain Corporate and LLC Records

- Draft shareholder, director, manager and member actions and minutes and maintain minute books.
- Prepare documents and maintain records for issuing and transferring stock and employee stock option plans.
- Prepare and maintain capitalization tables and stock and option ledgers, including experience with Carta and other electronic cap table platforms.
- Complete and file foreign qualification documents.
- Prepare and file annual reports.
- Prepare documents for annual shareholder meetings.
- Research Blue Sky issues, prepare memorandum and prepare required federal and states filings.
- Draft documents for dissolution.
- Shareholder mailings.
- Client communications.

Assist with Transactions

- Create and maintain datarooms and assist with disclosure schedules.
- Draft closing checklists and closing memoranda.
- Prepare closing certificates.
- Research Blue Sky issues and prepare memoranda and required filings.
- Prepare materials for board, shareholder, manager and member actions and assist with associated mailings.
- Make other regulatory filings.
- Prepare opinion back-up memorandum and collect supporting documentation.
- Assist at the closing and prepare closing files.
- Prepare and make UCC filings in the relevant jurisdictions.
- Prepare Form ID and Form D documents and assist in obtaining EDGAR filer codes and making Form D filings.

Other

- Maintain form files and reference materials.
- Perform other tasks as assigned by partners, supervising attorneys or other administration personnel.
- Provide backup support for reception, perform secretarial duties and maintain office facilities.
- Train and provide mentoring assistance to receptionists, paralegals and law clerks as needed.

SKILLS REQUIRED

- Bachelor's degree from an accredited university.
- Minimum of 3 years work experience in a law firm as a corporate paralegal, nationally recognized law firm preferred.
- Possess excellent written, communication and proofreading skills with attention to detail.
- Excellent organizational skills and be able to prioritize and work well under pressure.
- Strong interpersonal skills; can interact professionally with staff, attorneys and clients.
- Fluent with Microsoft Office applications (Word, Excel, PowerPoint, etc.).

PAY RANGE

\$95,000-\$120,000 salary based on experience.

Quality performance eligibility begins at 1200 billable hours.

Other benefits include:

- Fully funded employee coverage health care benefits through Cigna, including HSA contribution
- Opportunity to participate in 401(k) plan with firm match up to 4%
- Participation in annual profit-sharing plan, subject to vesting, which can result in approximately \$10,000 of annual firm contributions to benefits and retirement
- Transportation or parking stipend and a monthly technology stipend
- Life insurance and long-term disability coverage
- 2 month paid sabbatical after 7 years of service