



PHONE

202-861-6320

EMAIL

ealexeeva@groom.com

EDUCATION

St. Petersburg State University
Graduate School of Management

Elena Alexeeva

Director of Finance

For more than a decade, Elena Alexeeva has served as Groom's Controller and then Director of Finance. In these positions, she has been responsible for every facet of the firm's financial operations.

Elena is a Certified Public Accountant, and holds a Master's Degree in Economics and Finance from St. Petersburg State University's Graduate School of Management in her native Russia. She has been a financial professional for law firms for over twenty years. In that time, she has personally overseen and developed firsthand knowledge of virtually every aspect of the financial operation of law firms, from the day-to-day processing of invoices to the high-level development of financial policies and procedures.

At Groom she oversees all functions of firm accounting, including billing, collections, accounts payable, cash applications, taxes, financial reporting and analysis, and budgeting. She also ensures compliance to all client requirements for invoicing, billing and audits, as well as Groom's internal accounting policies and other procedures.

Elena also oversees the firm's systems and controls. She upgrades and manages financial systems, and establishes and maintains internal controls, monitoring cash flow and cash management, as well as identifying and implementing cost controls. She oversees the firm's banking relationships, as well as other relationships with external financial entities.

She develops, documents, communicates and enforces the firm's financial and expense policies and procedures, and is also responsible for filing all local, state and federal tax and ERISA reports, as well as responding to financial surveys and insurance applications, as well as maintaining and negotiating vendor relationships and contracts.

One of Elena's greatest operational strengths is her ability to connect with the attorneys with whom she works, and build productive working relationships. The vast majority of attorneys vastly prefer practicing law to engaging in administrative work, particularly that of finance. Elena sees her role as being an in-house service provider, and is expert in

providing her capabilities in a professional, personalized manner to the attorneys with who she works.

In her time, Elena is an avid reader, in both English and, unsurprisingly, Russian.
