

Corporate and Nonprofit Paralegal

The Corporate Paralegal is responsible for assisting the corporate and nonprofit practice groups in the formation of entities and in all aspects of corporate formations, transactions and ongoing maintenance; including the preparation of documents necessary to comply with federal and state law in the conduct of business and nonprofit activities.

Job Summary:

- Prepare drafts of and file entity formation documents for profit and non-profit corporations, limited liability companies, business trusts and limited partnerships including: Certificates of Formation, Certificates of Limited Partnership, Articles/Certificates of Incorporation, By-Laws, Initial Action by Incorporator, Initial Director Action, Stock Subscription Agreements, Stock Certificates, Applications for Employer Identification Number, Foreign Qualifications and related documents.
- Manage and/or oversee management of ownership records and other corporate documents.
- Obtain Federal Tax IDs.
- Order Certificates of Good Standing and certified documents and documentation for closings, agreement representations and back-up documentation for legal opinions.
- Maintain corporate records database.
- File UCCs and other documents with state offices.
- Order/review/chart lien searches, order business entity documents from public offices
- Perform initial Blue Sky research and prepare drafts of and file SEC and state Forms D.
- Attorney General Administrative Dissolution Petitions
- Attorney General Initial Charity Registrations
- Prepare certain initial IRS filings for non-profits, including Form 1023 and 1024 applications and Form 8976 notices.

Position Requirements:

- Bachelor's degree and/or paralegal certificate and at least 3-5 years of law firm experience.

- Experience with forming entities and maintaining entity registrations, preparing SEC, UCC and state "Blue Sky" filings, and obtaining tax identification numbers. Must be proficient in MS Office Suite; knowledge of Athennian preferred.
- Proactive with excellent troubleshooting, problem resolution, and follow-through skills in order to complete assignments/tasks from inception to completion. Receptive to learning and applying new procedures and applications. Ability to organize and prioritize numerous tasks and complete them under time constraints.

About Hemenway & Barnes LLP:

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

Hemenway & Barnes LLP is an Equal Opportunity Employer dedicated to creating and maintaining a diverse, equitable, and inclusive environment for our employees and surrounding communities alike.

We strongly encourage applicants with varied personal and professional backgrounds to apply for positions.

To Apply:

Qualified candidates may send their resume, in confidence, to the address hr@hembar.com