

Project Manager/Closing Coordinator

Sacramento Office



Opportunity

Our Sacramento office is hiring for a Project Manager/Closing Coordinator to support our Public Finance practice group. The ideal candidate will have 3+ years of experience in public finance, with strong time management and organizational skills. Paralegal certificate preferred, but not required. Qualified candidates are team players with excellent communication, time management, and interpersonal skills, and are able to work with multiple offices. Must be highly organized, detail-oriented, and have a positive, proactive, and professional attitude.

Responsibilities:

- Prepares internal financing schedules, identifying and outlining all critical tasks to be completed in the course of a financing, and the proper timeline for completing it, ensuring that the financing progresses smoothly from kickoff to closing.
- Tracks financing documents, including indexing files and version management.
- Assists bond and disclosure counsel in preparing due diligence, and coordinates with clients to gather responses to due diligence questionnaires and disclosure issues under applicable SEC rules, and preparation of initial and continuing disclosure documents.
- Assists in conduct of bond sale/pricing, gathers purchase agreement signatures, and circulates final executed version to confirm completion of sale.
- Other duties as assigned.

Focus on You

We invite you to check out Lozano Smith, California's premier public agency law firm. You'll find a place where people can thrive and grow both personally and professionally. Along the way, you'll discover a team that is connected and fulfilled by the work they do. Join the journey – it is rewarding each and every day.

Focus on Schools and Communities

Partnering with school districts, community colleges, cities, counties and all types of public agencies is at the core of what we do. Our 30+ year commitment has positively impacted countless students and communities throughout California.

Spotlight on Culture

- Mentoring Program
- Professional Development Opportunities
- Child-Friendly Business Award Winner
- Blue Hat Project: Community Engagement Program
- Collaborative Environment
- No Jerks Rule

Diversity, Equity, and Inclusion

Lozano Smith values diversity, and this is evident in the composition of our team.

- 75% of recently hired employees are female
- 57% of recently hired employees identify as a person of color
- 45% of our employees identify as a person of color
- 51% of partner attorneys are female
- 59% of attorneys are female
- 65% of associate attorneys are female

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Connect

We invite interested applicants to learn more on our website: lozanosmith.com/careers. Please send a cover letter and resume to jobs@lozanosmith.com.

Salary

\$50,000 – \$90,000 /year

Lozano Smith is committed to giving all employees the opportunity to experience meaningful, impactful work and the support needed to grow. We consider a variety of factors, including skills, qualifications, and experience, among others. We provide competitive salary, benefits, and bonus programs.

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