



Paralegal

Freedom Financial Network ("FFN") is a successful and rapidly growing nationwide financial services company (<http://www.freedomfinancialnetwork.com/> & <http://www.bills.com/>). FFN provides comprehensive consumer finance services through several divisions: Bills.com, Freedom Debt Relief, Freedom Tax Relief, and Freedom Mortgage. FFN is focused on helping consumers resolve their financial burdens (credit card debt, IRS tax debt, student loans, mortgage, and other) by providing the optimal solutions for the least possible personal cost. The company's debt resolution program offers an alternative to bankruptcy, credit counseling, and debt consolidation. Freedom Financial has established a culture where employees are energized by growth, have fun, work hard and are success driven. San Francisco Business Times named Freedom Financial as one of the "**Best Places to Work in the Bay Area**" for 2008 and 2009. Entrepreneur Magazine ranked Bills.com as the No. 3 fastest-growing U.S. Company on its 2008 "Hot 100" list. Company co-founders and co-CEOs Andrew Houser and Brad Stroh also were named to the Silicon Valley/San Jose Business Journal's "40 Under 40" list in 2008 and were named Northern California's Ernst and Young's Entrepreneurs of the Year for 2008.

Freedom Financial Network is looking to add a dynamic paralegal to our legal team. Reporting directly to the General Counsel, a perfect candidate will possess great communication skills and the ability to work on several projects simultaneously while meeting deadlines.

DUTIES AND RESPONSIBILITIES:

Performs all licensing functions associated with (a) obtaining mortgage broker licenses through the National Mortgage Licensing System (NMLS), (b) obtaining debt settlement registration licenses in various states, (c) obtaining foreign state qualifications for a family of LLCs doing business nationwide and (d) ongoing compliance and maintenance for all of the foregoing. Supports the Legal Department by gathering, analyzing, and organizing information for all transactional activities. Supports outside counsel with occasional litigation functions, specifically managing in-house discovery, document management and other functions. Assist in compliance functions, as directed. In addition to the above specific duties and responsibilities, the successful candidate will be required to perform the following general functions: reviews, selects, categorizes, organizes, and maintains documents including but not limited to corporate records, licensing files and contracts. Identifies sources of potentially relevant documents needed for projects or discovery and customer complaints. Performs legal research and analysis, both manually and on computers, with respect to new and proposed legislation. Assist in the monitoring of legal fees, budgets, and project status. Coordinates and participates in preparation of status reports. Provides general logistical help and supports the maintenance of legal files.

Requirements

Two to three years experience or equivalent. Prior licensing experience, particularly with the NMLS, is a strong plus. Certification from an ABA-approved paralegal training program or equivalent required; Bachelors' degree (B.A.) or equivalent preferred. Strong research, organizational, problem-solving and analytical skills; able to manage multiple and sometimes conflicting priorities and workflow. Attention to detail a must. Excellent verbal and written communication skills. Excellent grammatical and spelling skills. Familiarity with MS Word, PowerPoint and Excel required, proficiency preferred; willingness to learn other systems required. Commitment to excellence and high standards and ability to work independently and as a member of various teams and committees. Strong interpersonal skills. Ability to understand and follow written and verbal instructions. Good judgment with the ability to make timely and sound decisions.