

# Stephen Mourad

ASSISTANT OFFICE MANAGER

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Stephen Mourad is the firm's Assistant Office Manager. Working alongside the Firm Administrator, he helps with overseeing operations vital to the success of our team. His day-to-day activities include working closely with the Accounts Receivable Manager and Accounts Payable Manager on oversight of accounting functions. He is responsible for processing outgoing invoices, management of accounts receivable and collections, as well as processing accounts payable while working with outside vendors. Stephen also works with our benefits providers, ensuring employees are accurately enrolled and covered by our various benefits. He is involved in reporting to the firm's partners and Management Team.

While upholding his responsibilities, Stephen is eager to support where needed and execute projects as assigned by the Firm Administrator. He has a distinct passion for data analytics and financial reporting. Always seeking ways to drive the firm forward, Stephen works closely with firm attorneys, management, and staff on a daily basis.

#### EDUCATION

- Bachelor of Science in Finance from San Diego State University