

We are seeking an experienced full time Accounting Specialist for our busy and growing law firm. The ideal candidate will be handling a high volume work load efficiently and accurately. Candidate must be comfortable in a fast-paced working environment. Qualified candidates are those who are self-starters and enjoy being challenged.

Job Responsibilities, including but not limited to:

- Book incoming payments to apply to invoices and trust accounts.
- Reconciles discrepancies with incoming payments by analyzing previous payments and communicating such with attorneys and assistants.
- Assists with ensuring all items posted to the general ledger are correct and approved.
- Reconciles multiple checking and trust accounts.
- Prepares month end reports to distribute to multiple parties within the firm.
- Respond to A/R audit requests.
- Assist with additional analysis and reporting as requested.
- Cross train with billing and accounts payable to serve as backup when needed.
- Reconcile balance sheet accounts.
- Manage firm assets and assist with reporting to accountant.
- Review client accounts for credits and discrepancies while implementing steps to resolve.
- Assist with closing accounting periods within accounting software.
- Protect organization's value by keeping information confidential.

Qualifications

- Bachelor's Degree (Accounting or Finance) or extensive accounting experience
- Legal industry experience a huge plus but not required
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- General math skills
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- High degree of accuracy, attention to detail and confidentiality
- Intermediate to Advanced skills in Excel
- Quickly learn and adapt to new systems
- Ability to effectively communicate with professionals within the firm and their clients as needed