ACCOUNTING SPECIALIST

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

Responsibilities:
Job Responsibilities, including but not limited to:

- Data entry of billable and firm expense invoices ensuring proper coding and approval.
- Process Travel Expense Reports.
- Post electronic filing fees.
- Enters invoices into computer for payment.
- Enter daily cash receipts.
- Process check run and deposit account charges.
- Process checks requests.
- Process Attorney & Employee Reimbursement Requests.
- Vendor check processing and matching of invoices.
- Work with lawyers, staff and vendors to resolve discrepancies with invoices.
- Maintain complete and accurate records including timely delivery of all reports.
- Maintain Accounts Payable system.
- Respond to requests from vendors and co-workers in a timely and professional manner.
- Run check register and finalizes cost daily and records totals in check book.
- Performs other duties as required.

Knowledge, Skills and Abilities Required:

- High school diploma or equivalent.
- Two years of accounts payable experience.
- Experience in the Microsoft Office Suite and Accounts Payable systems
- Proficient computer skills, and ability to use calculator and perform a variety of accounting calculations.
- Must be capable of maintaining regular attendance.
- Strong attention to detail and numbers aptitude required.
- Ability to organize and prioritize tasks and complete them under time constraints.
- Ability to work well in a Team setting in order to communicate with a diverse group of attorneys and staff to provide information with ordinary courtesy and tact.
- Regular attendance at work.
- College degree (Accounting or Finance) or 3 years verifiable accounting experience ***preferred.***
- Legal industry experience a ***plus*** but not required.