

## **ACCOUNTING SPECIALIST**

We are seeking an experienced full time Accounting Specialist for our busy and growing law firm. The ideal candidate will be able to handle 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:**

- Data entry of billable and firm expense invoices ensuring proper coding and approval.
- Process Travel Expense Reports.
- Process Attorney & Employee Reimbursement Requests.
- 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.
- Performs other duties as required.
- Reconcile processed work by verifying entries and comparing system reports to balances.
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
- Pay vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos and issuing stop-payments.
- Verify vendor accounts by reconciling monthly statements. Enter new or update vendor names and data.
- Report sales taxes by calculating requirements on paid invoices.
- Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures.
- Reviews and edits pre-bills in response to attorney and secretary requests.
- Apply retainer funds as directed by attorney.
- Process write-offs following Firm policy.
- Ability to execute complex bills in a timely manner (i.e., multiple discounts by matter, split-party billing, preparation of electronic bills).
- Ability to handle a high volume of bills per month.
- Review and verify accuracy of billing and supporting documentation as required.
- Research and respond to inquiries regarding billing issues and problems.
- Create billing schedules and various other billing analyses as required.
- Creates and prints final client billing.
- Enter daily cash receipts.
- Protect organization's value by keeping information confidential.

### **Qualification Requirements:**

- High School Diploma or GED
- Associates Degree, 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
- Ability to adapt quickly to change
- High degree of accuracy, attention to detail and confidentiality

- Excellent data entry skills
- Excellent analytical, problem solving and decision making skills
- Effective verbal, listening and written communication skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently or as a team member
- Must be capable of maintaining regular attendance.
- 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.
- Above average grammar skills.

Qualified interested parties may apply and upload their resumes on our website at <https://www.mitchellwilliamslaw.com/Upload-Resume>.

**Mitchell Williams is an Equal Opportunity Employer**