

STAFF ACCOUNTANT

JOB DESCRIPTION

Non-Exempt, Full-time position

Schedule 8:30 am-5 pm with occasional later shift on a rotating basis for coverage

Staff Accountant reports to the Accounting Supervisor and Director of Accounting and Finance; applies principles of accounting to analyze financial reports, records, and general ledgers; responsible for reconciling firm bank and general ledger accounts, utilizing appropriate accounting control procedures; assists personnel inside and outside the department in solving all accounting-related issues.

Responsibilities include but are not limited to:

- Reconcile firm bank accounts and general ledger accounts on a monthly basis
- Prepare and distribute the daily cash report to management
- Prepare and book journal entries
- Analyze general ledger accounts
- Monitor bank accounts daily; create and send Positive Pay files
- Transmit and receive wires, ACH, and credit card payments
- Track and report on attorney expense reports
- Backup of other department jobs including payroll, accounts payable, and accounts receivable
- Assist with other accounting duties as needed

Requirements:

- Bachelor's degree required, preferably in Accounting, Finance or Business
- 3+ years of accounting experience
- Excellent analytical skills
- Strong interpersonal skills; able to work well with all levels of personnel
- Strong customer service skills required
- Able to work in a team environment, as well as independently