

STAFF ACCOUNTANT

Young Conaway Stargatt & Taylor is seeking a Staff Accountant to join our Accounting team. 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. This is a non-exempt, full-time position, with 8:30 am-5 pm schedule and occasional later shift on a rotating basis for coverage.

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 accounts payable, and accounts receivable
- Assist with other accounting duties as needed

REQUIREMENTS:

- Bachelor's degree required, preferably in Accounting, Finance or Business
- Previous accounting experience of 1-3 years required
- Excellent analytical skills
- Strong interpersonal, communication and customer service skills; able to work well with all levels of personnel
- Able to work in a team environment, as well as independently
- Strong technology skills

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At Young Conaway, you will find a beautiful facility in the heart of Rodney Square; and a dynamic and friendly professional environment with exceptional opportunities for training, experience and growth.

We offer competitive compensation commensurate with skill level and experience; excellent comprehensive benefits package, including immediate coverage under our medical, dental & vision plans, parking/commuting allowance, 401K plan and generous paid time off.

To apply for the position, please submit your resume and your salary expectations (required) to staff_jobs@ycst.com.

EEO Employer