

ACCOUNTING CLERK JOB DESCRIPTION

Job Title: Accounting Clerk
Reports To: Comptroller
FLSA Status: Non-Exempt
Full/Part Time: Full Time

SUMMARY: The Accounting Clerk will provide ongoing support to the accounting department by undertaking a variety of complex clerical, bookkeeping, and accounting assignments, including but not limited to, managing accounts receivable and payable and helping with end-of-month reconciliations.

JOB DUTIES AND RESPONSIBILITIES

- Keep track, process, and reconcile accounts payable and receivable transactions, in compliance with financial policies and procedures;
- Process timely and accurate expense reimbursements;
- Process cash receipts daily;
- Ensure correct approval, sorting, coding and matching of invoices/receipts;
- Support month-end and year-end close process (1099/1096 processing);
- Respond to employee, client, and vendor inquiries;
- Fulfill check requests;
- Manage building and parking access for employees;
- Vendor Management; and
- Perform other related projects and duties, as assigned.

EDUCATION AND EXPERIENCE

- Minimum of 3-5 years of related experience; mid-sized to large law firm experience preferred
- AA/AAS or equivalent required; BA/BS in accounting, finance, or business management preferred
- Solid understanding of basic bookkeeping and accounts payable principles
- Familiarity with the cash basis accounting method
- Proficient in the Microsoft Office suite
- Advanced Excel skills (manipulation of data, graphs, functions/formulas) preferred
- Experience with law firm accounting/time and billing software

Please submit your resume and salary requirements to Mary Ramirez at Mr Ramirez@lglawfirm.com