

Colantuono, Highsmith & Whatley, PC

Job Title: A/P Clerk - Part-time

Reports to: Office Manager
FLSA Classification: Non-Exempt
Supervises Others: No

Department: Administrative Staff

JOB SUMMARY:

This position is responsible for maintaining the firm's accounts payable, including posting invoices, issuing checks and vendor statement reconciliation. In addition, this position is responsible for maintenance of the sub-ledger and analytical work as necessary to accomplish related tasks and ensure accurate entries through to the general ledger. This position has the potential for growth within the Firm.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meets all requirements for confidentiality of client, firm and personnel information.
- Meets all requirements for management of information including distribution controls (including respecting ethical walls between attorneys and support staff), secure filing and disposal, and records retention and storage.
- Communicates effectively and courteously with all contacts - internal and external.
- Maintains current knowledge of firm policies and procedures.
- Meets all applicable safety requirements for the position and work environment including prompt reporting of injury.
- Uses excellent speaking and writing skills to complete a variety of detailed responses; proofreads to identify work errors and corrects work accurately. Uses skill and judgment to ensure written or oral communications are clear, accurate, grammatical and of appropriate tone.
- Organizes workload throughout the day to meet project timelines and deadlines.
- Maintains a physical presence in office necessary to accomplish essential accounts payable/receivable, and account maintenance functions.

Accounts Payable / Receivable

- Posts vendor invoices and expense reports in QuickBooks upon receipt and in Timeslips if client chargeable.
- Processes checks for Shareholder signature on vendor invoices, expense reports and enters in QuickBooks and Timeslips if client chargeable.
- Processes check requests for disbursement on short turn around.
- Maintains vendor files in paper form.
- Provides analysis and verification of accounts for vendor statement reconciliation.
- Posts deposits to appropriate accounts in QuickBooks.
- Prepares and distributes 1099 forms at year end.
- Occasional interface with Firm Controllers.

Account Maintenance:

- Monitors and replenishes Court Call account as needed.
- Monitors and replenishes Pitney Bowes Postage meter.
- Prepares forms for various city business licenses and processes payments and handles applications and renewals.
- Prepares expense reports as requested.

EDUCATION AND/OR EXPERIENCE:

- High school diploma required; AA or college degree a plus.
- At least one year of general office experience; personnel and / or accounting experience in a law firm setting desired.

COMPUTER & EQUIPMENT SKILLS:

- Has excellent knowledge of computer operations; uses a keyboard and calculator proficiently and accurately.
- Uses Quickbooks proficiently.
- Familiarity with timekeeping programs such as TimeSlips, Time Matters, Clio.
- Uses Microsoft Office (MS Word, Excel and Power Point) as well as Internet and email programs proficiently, with particular facility using spreadsheets.
- Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers, telephones, copying, faxing and office equipment plus filing of paper documents and handling of paper checks and invoices for up to 8 hours each day.
- Requires clear vision at 20 inches or less with or without corrective lenses or other appropriate accommodation of sight disability.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone with or without appropriate accommodation of hearing disability.
- Lifts up to 10 pounds regularly.
- Exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS

- Uses critical thinking skills to create original documents, reports and spreadsheets and interpret information furnished in written, oral or schedule form.
- Able to set goals based on available information and to plan work to meet deadlines.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Able to project likely future occurrences based on current or historic data.
- Detailed oriented, multi-tasking, and the ability to work independently, efficiently, and effectively.

OTHER

- A high degree of professionalism.
- Job may require occasional evening and weekend work hours to meet deadlines.
- Keeps work area neat and orderly.