

## Job Description

### **ACCOUNTING SPECIALIST – Cleveland Office**

This position will mainly be responsible for Accounts Payable and Cash Receipts posting; however, it will also assist in other areas of the Accounting Department.

#### **Responsibilities Include:**

- Enter vendor invoices into Accounts Payable and process checks
- Maintain client escrow account – recording checks and disbursements
- Record and process daily cash report
- Month-end data entry
- Gather information for 1099 processing
- Assisting with handling of client bill preparation according to client and attorney specifications, including but not limited to, processing edits, printing and mailing invoices
- Assist with preparing and submitting electronic invoices in accordance with client guidelines, as well as researching and resolving issues associated with electronic invoicing
- Maintaining up to date client invoice guidelines

#### **Required Skills & Experience:**

- Minimum of 3 years in an accounting environment
- Knowledge of Electronic Billing Systems such as Legal Exchange, Bottom Line Technologies, Allegient, TyMetrix and Counselink is preferred.
- Strong computer skills including proficiency in Microsoft Word, Excel and Outlook
- Have good organizational and analytical skills, be able to handle multiple demands, prioritize tasks and handle the pressure of meeting deadlines
- Able to work in a team environment as well as independently, and possess excellent interpersonal and communications skills
- Ability to deal with all types of personalities
- Must be detail oriented