

JOB DESCRIPTION FOR ACCOUNTING MANAGER

Reporting to the Executive Director, this exempt position is responsible for the following:

Primary Responsibilities

- Daily deposits
- Monitoring of bank account cash balances
- Data entry, monitoring, timely payment of firm accounts payable
- Payment of consumer use tax, income tax -assistant tracks
- Preparation of checks for signature
- Timely production and editing of WIP, bills and reminders (assistant's primary responsibility)
- Updates to client and billing data in PerfectLaw (assistant helps)
- Interaction with bank personnel, vendors, clients as needed
- Bank account transfers; electronic fund transfers; wires
- Monitoring of trust account and proper trust account records
- Interact with vendors and clients to resolve payment and billing questions
- Collections tracking and assistance as requested
- Calculation of amortization schedules when requested
- Employment verification for refinancing when requested

- Payroll:
 - Payroll record maintenance: deductions, direct deposits, employee data, compensation adjustments
 - Verification of timesheets and PTO balances
 - Semi-monthly payroll, tax/benefit deduction changes, commission calculations, journal entries, tax filing

- Benefits:
 - Benefit enrollment and contribution limit tracking (including HSA accounts and 401(k) plan)
 - 401(k) and HSA contribution entry, transfers, verification, journal entries

- Reporting:
 - Reconciliation of bank accounts
 - Maintenance of I-9 and W-4 records
 - Production of financial reports on monthly basis
 - Preparation of annual productivity worksheets for shareholders (Black Book)
 - Assist with 5500 testing data
 - Provide necessary materials to accountant for annual compilation; follow up for required journal entries and tax payment schedule
 - Assist with preparation and entry of budget
 - Journal entries for depreciation, accountant year-end adjustments and closing of books
 - Tax payments

Knowledge/Skills Required

Working knowledge of the following:

General accounting, financial statements

Job descriptions may change as required to meet the business needs of the firm.

Microsoft Word
Microsoft Excel (high proficiency)
Outlook
Payroll, tax processing
Experience with PerfectLaw preferred

Education Requirements:

4-year degree or higher

General Responsibilities of All Employees

Compliance with firm policy
Attendance at staff and other group meetings as required
Strict confidentiality
Professional decorum and attire
Respectful treatment of co-workers and clients
Proper English grammar and usage
Workstation orderliness
Accuracy
Responsible time management
Other tasks and duties as assigned by the Executive Director or attorneys

Physical Requirements and Personal Skills

Typing/keyboarding including proficiency at numeric touchpad
Read documents in hard copy and on computer screen
Communicate with clients and co-workers in person and on telephone
Walking to deliver checks, interact as required
Fingering to sort documents
Lifting files, file boxes
Multi-tasking
Work under pressure
Rapid response
Detail orientation and accuracy

Ability to operate the following Office Equipment:

Telephone
Copiers, scanners
Postage machine