

JOB DESCRIPTION: ACCOUNTING SPECIALIST

Reporting to the Firm Administrator, the Accounting Specialist is a part-time (20 hours/wk) support position with primary responsibility for executing the firm's financial systems. The position requires a high level of ethical and other responsibility, accuracy, organization, efficiency, and initiative.

Duties and Responsibilities:

1. Financial Tasks:

- Record all financial transactions in QuickBooks accurately and in a timely manner
- Manage client funds accounts (retainers) including meticulous recordkeeping of same
- Reconcile bank accounts, credit card payments, and retainers monthly with Quickbooks
- Manage accounts receivable
- Arrange for and process client payment plans
- Draft and send collection letters
- Manage accounts payable
- Produce bi-weekly, monthly, and annual financial reports for firm management
- Prepare materials as requested by Firm Administrator for annual tax filing
- Prepare and send annual 1099's
- Manage donation tracking/acknowledgements
- Make bank deposits
- Manage petty cash
- Maintain financial document files in accordance with standard accounting requirements
- Have thorough knowledge of firm's financial protocol, systems, and software
- Perform other related duties as requested by the firm partners and Firm Administrator

2. Administrative Tasks:

- Collaborate with staff to close client files
- Draft memorandum on financial protocol as requested by the Firm Administrator
- Provide coverage and backup for other staff administrative duties as needed

Qualifications and Experience

- A commitment to equity, diversity, and inclusion as business and workplace values
- Successful experience working on teams with people from diverse cultural, racial, and ethnic backgrounds
- Professional bookkeeping, accounting, or related experience/training required
- Advanced skills in Quickbooks and Microsoft Office Suite required
- Experience based understanding of accounting practices and procedures according to generally accepted accounting principles required
- Bachelor's degree in Accounting or Finance preferred
- Experience with and understanding of legal financial and retainer rules and accounting preferred

- Meticulous attention to detail required
- Strong critical thinking, analytical, and problem-solving skills
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Excellent verbal and written communication skills.
- Excellent time management and organizational skills with a proven ability to meet deadlines
- Ability to function well in a high-paced and at times stressful environment.
- Able to work collaboratively under the direction of attorneys and Firm management, and be willing to contribute by performing any task needed to support clients and the Firm
- Possesses personality, character, humor, intelligence, and compassion; Be a team member who genuinely cares about the people for whom and with whom they are working; Has a positive and friendly attitude

Compensation

- Compensation commensurate with experience within an anticipated range of \$33-\$35/hr
- Benefits offered by the firm include health and dental insurance; paid vacation, sick and holiday time; profit sharing retirement plan with 401 (k) component

How to Apply

Interested individuals should submit a brief cover letter and resume to jobs@mrwemploymentlaw.com

Please submit documents as PDF documents only

NO PHONE CALLS PLEASE.

About Messing Rudavsky & Weliky

Founded in 1988, Messing, Rudavsky & Weliky, P.C. is a Boston area law firm representing employees and labor unions in all aspects of labor and employment law. We represent individuals and unions in cases involving discrimination based on age, sex, religion, race, national origin, disability, pregnancy, or sexual orientation; sexual and racial harassment; and wrongful termination. We assist clients in negotiating employment contracts and severance agreements, in pursuing union grievances, and in seeking reasonable accommodations for disabilities in the workplace. We represent federal workers and other public employees, as well as workers in the private sector. In all our work, we are committed to furthering civil rights, employee rights, and workplace justice.