

Law Firm Accounting Assistant – Full Time Position

Trucker Huss, APC, a law firm with a specialty practice in employee benefits law, has an immediate opening for a full-time Law Firm Accounting Assistant in its San Francisco office. The ideal candidate will have a business and accounting educational background and/or relevant work experience in a professional services firm.

Primary Responsibilities:

- Accounts Receivable:
 - prepare and post daily cash receipts into billing system; bank deposits
 - prepare semi-monthly accounts receivable aging custom reports
- Accounts Payable: post invoices to accounting system; set up vendors, filing
- Billing and Reporting:
 - prepare and reconcile month end closing reports for billing and work-in-process, including custom reports for management
 - assist with client accruals, set up new clients, post client costs to billing system
 - serve as potential back up for billing and ebilling
 - prepare various reports for Director of Finance for use in financial analysis and compliance
- Administrative: review and process incoming mail
- Other tasks, responsibilities and special projects as needed

Qualifications and Skills:

- Experience with billing and accounting (general ledger, accounts payable) systems a plus
- Business or Accounting courses/degree and law firm experience a plus
- Proficiency in Microsoft Office Suite (Excel, Outlook and Word) required
- Effective communication skills and ability to work effectively and collaboratively in a team environment and independently under direction required
- Punctuality, accuracy, attention to detail, analytical skills and highest level of ethics, confidentiality, client service and judgment required
- Ability to meet tight deadlines and prioritize responsibilities required
- Periodic overtime may be required
- Background check required post-offer

Compensation and Benefits:

- Excellent benefits, competitive salary and the opportunity to work in a professional and collaborative work environment
- Reports to Director of Finance and supports the Accounting/Finance team

Application Procedure:

- Qualified candidates only: Please send your resume and brief cover letter of interest to recruiting@truckerhuss.com
- No faxes or phone calls
- No agencies