

This position will be primarily responsible for but not limited to, day-to-day accounting duties, financial reporting, general ledger maintenance, partner payroll, tax reporting, & accounting research and analysis. In addition, this position provides assistance to the Accounting/Finance Manager to ensure that all deliverables comply with company policies and accounting standards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Financial Reporting

- Aderant month-end close processes (Time & Billing and General Ledger).
- Month-end financial statements.
- Month-end statistical & operational reports.
- Bank reconciliations.
- General ledger account reconciliations.
- General excise tax return preparation and online payment.
- Special attorney compensation calculations.
- Audit Letter requests.
- Client or matter information for attorneys.
- Preparation of schedules for Retirement Plan audit.
- Assisting in the preparation of the annual Budget.
- Assisting in the calculation of Partner Payroll and check processing.
- Assisting in the calculations related to Partner Withdrawals.

#### General Ledger Maintenance (Accounts Payable/Receivable)

- Creating and deleting general ledger accounts.
- Assist in processing vendor invoices by inputting data into Aderant.
- Process weekly/monthly check runs.
- Maintaining accurate narrative chart of accounts and vendor files.

- Assist in coding of expenses to the proper department and general ledger account.
- Process recording journal entries and monthly adjusting journal entries.

#### Tax Reporting

- Assist Accounting/Finance Manager in the preparation of tax return schedules.
- Submit tax information to tax accountants for quarterly estimated tax calculations.
- Working with tax accountants to obtain tax adjusting journal entries.

#### Accounting Research & Analysis

- Performing accounting research when issues arise and work with Accounting/Finance Manager to determine resolution.
- Analyzing financial data to determine trends, potential problems, and opportunities for improvement.

#### Cash Receipts

- Post daily client payments and trust deposits to Aderant. Research proper accounts to be credited and resolve any payment discrepancies.
- Scan deposits to Bank of Hawaii and process daily filing of deposit reports.
- Process all incoming wire transfers and ACH payments on a daily basis.
- Balance daily posting with bank deposits. Update Deposit Ledger (Excel) and Deposit Log on a daily basis.
- Process write-offs of client balances and reapply unapplied funds as requested.
- Balancing & integrity checks for Aderant & EIS.

All other duties as assigned by Accounting/Finance Manager.

#### **REQUIREMENTS:**

Associate's degree in business related field, Bachelor's preferred or equivalent experience.

Minimum five years of accounting operations experience in the legal, banking or finance field.

Extensive knowledge of Generally Accepted Accounting Principles

Knowledge and proficiency with accounting software, Excel and other Microsoft Office products.

Excellent organizational skills. Ability to prioritize workload; work independently; complete tasks under time pressure when necessary.

Excellent communication skills, both written and oral; strong work ethic; professionalism when interacting with internal and external contacts.

Ability to work well with attorneys and staff and to react to situations appropriately.

Ability to maintain highest levels of confidentiality.

Dependable, organized, strong work ethic, and work well with others.

Ability to work extended hours as necessary to fulfill responsibilities.

Commitment to professional growth and development.

**WORKING CONDITIONS AND SAFETY HAZARDS ON THE JOB:**

Minimal hazards, general office working conditions.

Work occasionally requires a high level of mental effort.

Ability to retrieve and distribute print volumes, packages, and books weighing up to 25 pounds and ability to retrieve and replace objects from shelves.