

Goodsill Anderson Quinn & Stifel is currently seeking an experienced individual for the Accounts Payable Clerk position which will be primarily responsible to process accounts payable to vendors by coding invoices, allocating expenses, and making payments to vendors through a computer system on a timely basis and perform various account reconciliations to the general ledger. Law firm experience strongly desired. Knowledge of Aderant Expert legal accounting software and Dayforce a plus.

We provide a collegial and professional work environment. Salary commensurate with experience and qualifications. Competitive benefits include: Medical, Dental & Vision insurance coverage, 401k, three weeks of vacation annually, sick leave, and professional development opportunities. Vaccination policy requirement, on-site work. No relocation benefits included.

Please submit a PDF or Word version of your cover letter and resume with your response to: breuter@goodsill.com

Contact Name: Barbara Reuter