

Goodsill Anderson Quinn & Stifel is currently seeking an experienced individual for the Accounts Receivable Clerk position which will be primarily responsible for processing daily deposits, posting of client payments & trust deposits, processing of write-offs and unapplied transactions, generating copies of client invoices, analyzing and reconciling client accounts, preparing month-end cash reports, and generating month-end client statements. Periodically, this position will provide collection assistance on delinquent client accounts. Law firm experience strongly desired. Knowledge of Aderant Expert legal accounting software.

We provide a collegial and professional work environment. Salary commensurate with experience and qualifications. Competitive benefits include: Medical insurance coverage, three weeks of vacation annually, sick leave, and professional development programs.

1. Associate's degree in business related field, or minimum of two years of accounting experience.
2. Knowledge and proficiency with Excel and Word. Basic knowledge of Aderant Expert very helpful.
3. Excellent organizational skills. Ability to prioritize workload; work independently; complete tasks under time pressure when necessary.
4. Excellent communication skills, both written and oral; strong work ethic; professionalism when interacting with internal and external contacts.
5. Ability to maintain highest levels of confidentiality.
6. Ability to work extended hours as necessary to fulfill responsibilities.
7. Commitment to professional growth and development.

Vaccination policy is mandated. On-site work. No relocation benefits.

Please submit a PDF or Word version of your cover letter and resume with your response to:

Contact Name: Barbara Reuter

Job Type: Full-time

Salary: \$35,000.00 - \$45,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance

- Life insurance
- Paid time off
- Vision insurance

Physical Setting:

- Office

Schedule:

- Monday to Friday

COVID-19 considerations:

All customers are required to wear a mask, common areas are sanitized regularly, vaccination requirements for employees, etc.

Work Location: One location