

Accounts Payable Clerk

Job Summary:

The Accounts Payable Clerk ensures the timely and accurate processing of accounts payable and daily check requests. Posts activity to the general ledger. Maintains positive contact with attorneys and staff and observes confidentiality of client and firm matters.

1. Process daily check requests, wires and ACH transactions in adherence to the firm's billing and collection procedures when client matter charges are requested. This includes preparing accounts payable checks for partner signatures and distribution or mailing of checks. Run Positive Pay report and upload to Citizens Bank.
2. Obtain W-9's from new vendors, verify vendor, Tax ID information and address are correct. Verify 3rd party vetting form has been completed. Set up vendor payment account information in accounting system and Citizens Bank.
3. Daily maintenance of Accounts Payable invoice spreadsheet.
4. Process Petty Cash requests and expense reimbursement forms.
5. Process monthly firm American Express and Citizens Bank credit card statements.
6. Posts journal entries for payroll and payroll related accounts: 401k, transit/parking, Flexchoice, and other benefits. This includes initiating weekly internal transfers for payroll, 401(k) and flex spending wire payments.
7. Maintain fixed asset listing and sales and use tax spreadsheets.
8. Process annual 1099 reports and forms.

Qualifications:

A successful candidate will possess the following skills:

- Two to five years of on the job experience necessary in order to gain an understanding of accounting policies and procedures and effectively operate equipment in order to carry out routine accounting duties with minimum supervision.

- Knowledge of accounting and financial management principles at a level normally acquired through completion of an accounting degree or equivalent experience.
- Interpersonal skills necessary in order to communicate with a diverse group of attorneys and staff and provide information and “customer service” with ordinary courtesy and tact.

About Hemenway & Barnes LLP

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

To Apply:

Qualified candidates may send their resume, in confidence, to the address hr@hembar.com.