



Accounts Payable / General Ledger

Medium sized Boston law firm seeks an accounting clerk to cross-train to handle all aspects of its accounting department. Responsibilities to include processing, posting and verifying accounts payable, Client Fund and IOLTA transactions; general ledger functions including journal entries and reporting, year-end 1099 and sales & use tax reports, process and report on fixed assets, banking transactions, and support audit coordination. Must be a college graduate with an accounting emphasis. A successful candidate will be detail oriented and comfortable working in a team environment. Hours are Monday – Friday, 9:00 a.m. – 5:00 p.m. Competitive benefits and compensation. Interested candidates may forward their resume and salary expectations in confidence to:

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Fax: 617-227-0781
Email: hr@hembar.com