

## Accounts Receivable Clerk

### Job Summary:

- Responsibilities for this position will include processing accounts receivable, general ledger, cash receipts, numerous banking transactions, IOLTA and Client Escrow accounts, and bank reconciliation; performing back-up functions for billing, new matter intake, conflicts and accounts payable.

### Qualifications:

A successful candidate will possess the following skills:

- Qualified candidates must have a Bachelor's degree with an accounting emphasis.
- A successful candidate will be detail oriented and comfortable working in a team environment; the ability to organize and prioritize multiple tasks simultaneously; strong interpersonal skills in order to communicate and follow instructions.

### 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](mailto:hr@hembar.com).