

**JOB TITLE:**  
Accounts Receivable Clerk

**FLSA:**  
Non-Exempt

**DEPARTMENT:**  
Accounting

**REPORTS TO:**  
Director of Accounting

**SUMMARY:**

Under moderate supervision of the Director of Accounting, Accounts Receivable Clerk supports the Accounting department and is responsible for providing financial, administrative and clerical support in order to ensure effective, efficient and accurate financial and administrative operations. This includes but not limited to: reconciling cash receipts and invoices; ensuring deposits are made; and utilizing computerized record keeping system to maintain client files. The Accounts Receivable Clerk will also work closely with the accounting team and assist with various projects to meet departmental goals and objectives.

**MINIMUM REQUIREMENTS:**

- An Associate's degree in Finance, Business or a related field or currently working towards a Bachelor's
- One (1) to two (2) years of progressively responsible professional work experience, particularly in the area of A/R
- Intermediate to advanced knowledge of MS Excel and Access
- Basic knowledge of general office procedures
- Strong organizational and time management skills
- Basic knowledge of MS Dynamics preferred

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

"Essential functions" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Perform the day to day processing of financial transactions to ensure that finances are maintained in an effective, up to date and accurate manner
- Receives daily cash receipts from Trust, settlements, co-counsel, and processes receipts for data entry
- Verifies check deposits; Posts daily receipts to general ledger and makes copies of checks and invoices and files for back-up
- Perform coding and detect and correct entry errors for all clients and firm-related business including processing monies from various case settlements into the firm's case management program
- Ability to analyze requests for information, create and run reports in timely manner using appropriate software or other tools, ensure correctness of Accounting data, and assist staff with questions and concerns pertaining to Accounts Receivable
- Research and frequent communication with co-counsel, paralegals and other legal staff
- Operate computers programmed with accounting software to record, store and analyze information
- Perform various administrative and project related tasks as needed

**WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

**WORKING CONDITIONS:**

Overtime is possible and may be expected in order to perform the essential functions of the position. Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.*

*This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. [EOE. We participate in e-Verify.](#)*

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