

**JOB TITLE:**

Staff Accountant - Corporate Card &amp; Expense Specialist

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Accounting

**REPORTS TO:**

Accounting Director

**SUMMARY:**

The Corporate Card & Expense Specialist is responsible for overseeing all aspects of the Firm's corporate credit card program, ensuring accuracy, compliance, and timely reconciliation. This role also manages the Firm's expense reporting software, including system maintenance, user training/support, and processes all reimbursable expense reports for employees. Primary tools include Concur, Microsoft Dynamics 365 and Excel. Professional law firm environment requiring confidentiality, discretion, and accuracy in all work.

**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.

***Corporate Credit Card Program***

- Oversee end-to-end corporate card activity, from transaction review and coding through monthly close and reconciliation.
- Validate supporting documentation for all card charges to ensure policy compliance and appropriate business purpose.
- Monitor card activity for unusual or non-compliant transactions and escalate issues per Firm procedures.

***Expense Reporting***

- Administer the Firm's expense reporting system, including configuration updates, user access, and issue resolution.
- Train and support employees on expense reporting requirements and system use.
  - Manage frequent and ongoing correspondence with individual employees to resolve expense report issues.
  - Provide small group training sessions regarding various reporting system functions and policy requirements, web-based or in-person.
- Review expense reports for completeness, accuracy, and compliance with Firm policy.
- Process reimbursable expense reports and coordinate timely payment through payroll or accounts payable.

***Accounting & Compliance***

- Maintain complete and accurate expense documentation to support audit, tax, and compliance requirements.

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- Assist in identification of process improvements that strengthen efficiency and internal controls.
- Perform other accounting duties as assigned by the Accounting Director.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in accounting (a plus).
- 2–4 years of relevant accounting or expense management experience.
- Strong knowledge of accounting principles and reconciliations.
- Proficiency in accounting software and expense management platforms (e.g., Concur, Expensify, Emburse, or similar preferred).
- Advanced Excel skills with strong attention to detail.
- Highly organized and a strong problem-solver.
- Ability to manage multiple priorities and meet deadlines.
- Excellent communication and interpersonal skills.

**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.*