

Accounting Manager

GENERAL SUMMARY

The Accounting Manager shall be responsible for managing and handling the firm's financial management functions which include general ledger entries, asset management, property tax returns, accounts payable, accounts receivable, client billing, collections financial reporting and other administrative tasks as may be required by the Management Committee.

The ideal candidate will have five years of progressively responsible related work experience preferably in a professional services environment and a bachelor's degree in a relevant field of study. Desired skills include: advanced technology skills including extensive QuickBooks experience and Microsoft Office; highly motivated; good organizational skills; excellent communication and people skills; quick learner; ability to process time sensitive entries; work in a fast-paced environment; outstanding attention to detail; and the ability to interact with all levels of firm employees.

REQUIREMENTS

- Bachelor's degree in Finance or Accounting, required, advanced degree preferred
- 5+ years in an accounting role required, law firm accounting experience required
- Knowledge of QuickBooks required
- Strong knowledge of law firm or professional services billing and accounting
- Strong administrative and organizational skills
- Excellent verbal and written communication skills

GENERAL RESPONSIBILITIES

- Ensures goals and objectives of accounting department are met. Supervise the accounting department (three clerks)
- Provides accurate and timely completion of assignments and inquiry responses. Ensures that all tasks and duties completed are accomplished within the firm's set guidelines and policies
- Interact with firm's outside accountant for preparation of tax returns
- Plan and implement the firm's annual budget
- Coordinates and ensures the completion of annual, quarterly and monthly activities including annual budgets, monthly ledgers, monthly financial reports, quarterly write-off campaigns, client/matter closing campaigns, year-end pledge campaign, missing timesheets, and all other high priority activities with a deadline
- Reviews, investigates, and resolves most problems encountered by accounting staff
- Provides administrative support to the billing attorneys including matter budgets and fixed fee agreements
- Prepares and/or analyzes client budgets, schedules, or statements. These may include but are not limited to complex billing and payment schedules and client account analysis
- Supports the Management Committee by preparing reports up on billings, collections, write-offs, applications, and research
- Advises the department regarding accounting procedures and policies. Acts as point of contact for questions or concerns in the accounting department
- Assists with collection efforts of the office. Identifies collection opportunities, contacts billing attorneys to discuss options,

contacts clients when directed using appropriate discretion and experience to ensure relationships are maintained or improved and follows up with billing attorneys as needed

- Maintains all bank account records, facilitates daily deposit
- Promotes effective work practices and works as a team member, and shows respect for co-workers
- Completes special projects on various topics as needed

The knowledge and contributions of our administrative professionals play a key role in supporting the success of our Philadelphia and Wilmington, Delaware IP law offices. Staff members assist attorneys in meeting client needs and work to ensure internal stability within the firm. If you are interested in joining the Panitch Schwarze Belisario & Nadel LLP team, you may send your resume and salary requirements via email to careers@panitchlaw.com or by mail to:

Panitch Schwarze Belisario & Nadel LLP

ATTN: Human Resources

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