Firm/Company Name:	Montgomery McCrack	**Website:**	www.mmwr.com
Job Title:	Accounting Clerk	**Work Option:**	[i.e.: onsite, hybrid, remote, etc.] Hybrid
Department/Group:	Finance	**Posted By:**	Craig Wolfe
Location:	Philadelphia	**Travel:**	
Salary Range:		**Position Type:**	[i.e.: full--time, part--time, etc.] Full Time
HR Contact:	staffing@mmwr.com	**Date posted:**	1/4/2023

How to Apply: (Fax, Email, Mail, Link, etc.):

Submit resume to staffing@mmwr.com

Job Description

Brief Summary:

Under the direction of the Accounting Manager, the Accounting Clerk processes activities in the Accounts Payable (AP) and Accounts Receivable (AR) function. Ensures timely payments of AP invoices, maintains accurate records, general ledger/matter coding to expense vouchers and accurate posting of AR receipts. Supervises the activities of subordinates and oversees most day to day operations of the group.

Duties:

~ Accurately review Accounts Payable invoices for payment, ensuring invoices are properly approved and coded.
~ Accurately review expense reimbursements for payment, ensuring they are properly approved and coded before repayment to personnel monthly.
~ Handle vendor calls/inquires and resolve any disputes with vendors.
~Research and follow-up on vendor statements and verify payments are in transit.
~ Verify escrow balances and proper approvals for escrow distribution.
~ Properly record daily incoming wires, ach and checks from clients paying accounts receivable invoices or retainers for escrow balances.
~ Reconcile and process of credit card activity on a monthly basis.
~ Assist with the implementation of new accounting polices and procedures as well as administering existing policies and procedures.

Skills/qualifications:

- Bachelor or higher degree in Accounting or Finance.
- Strong knowledge of accounting practices.
- 4+ years accounts payable; experience in the law firm industry is preferred.
- Ability to work independently with minimal supervision and meet assigned deadlines.
- Self-motivated, customer service-focused, detailed-oriented and flexible.
- Strong communicator and ability to work with others.
- Highly detail oriented and organized in work.
- Proficient in 3E and Chrome River is Preferred
- Proficient in Excel and Word
- Bachelor's degree or higher degree in Accounting or Finance