

Firm/Company Name Montgomery McCracken

(Send copy of firm logo for posting)

Job Title [Position]:	Accounts Payable Specialist	Job Category:	Permanent
Department/Group:	Financial Services	Posted By:	
Location:	Philadelphia	Travel Required:	No
Level/Salary Range:	Negotiable	Position Type:	[i.e.: full-time, part-time, etc.] Full time
HR Contact:	Olive George	Date posted:	
Reports to:		Posting Expires:	[i.e., 30-days]
Applications Accepted By:			
Fax or E-mail: staffing@mmwr.com		Mail:	
Attention:			
Job Description			
<p>Brief Summary:</p> <p>Under the direction of the Accounting Manager, the Accounts Payable Specialist ensures timely payments of vendor invoices, maintains accurate records and general ledger/matter coding to expense vouchers. Also, included is the recording of escrow trust check transactions.</p> <p>Duties:</p> <p>We are looking for a strong; detail-oriented and accurate individual. This position requires processing accounts payable invoices, ensuring invoices are properly approved and coded; handle vendor calls/inquiries and disputes; research vendor statements and verify payments and escrow balances; respond to management and outside agencies regarding accounting policies and procedures; must be current with all regulations, practices, tax laws and reporting requirements and operate effectively under pressure</p> <p>Skills/qualifications:</p> <ul style="list-style-type: none"> • Strong knowledge of accounting practices. • 2+ years accounts payable; experience in the law firm industry is preferred. • Bachelor's degree or higher degree in Accounting or Finance <p><i>[NOTE: Attach separate sheet(s) as necessary with the complete job description]</i></p>			