

Firm/Company Name:	Flaster Greenberg P/C	Website:	www.flastergreenberg.com
Job Title:	Accounts Payable Co	Work Option:	[i.e.: onsite, hybrid, remote, etc.] Onsite - Cherry Hill Office
Department/Group:	Accounting	Posted By:	Karen Roberts, SHRM-SCP
Location:	Cherry Hill, NJ	Travel:	N/A
Salary Range:		Position Type:	[i.e.: full-time, part-time, etc.] Full-time, Entry-level
HR Contact:	Justine DeMinno, Sr H	Date posted:	11/16/2022

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

Qualified candidates should forward resumes to: recruiting@flastergreenberg.com.

Job Description

Brief Summary:

Flaster Greenberg has a great opportunity for an Accounts Payable Coordinator working in our Cherry Hill office. The accounts payable coordinator will provide assistance to the accounting team by performing a variety of accounting and accounts payable functions.

Duties:

- Review coding and process all employee/attorney expense reimbursements. Process checks and obtain signature from signers. Duties include but are not limited to:
- Process all corporate credit card transactions and obtain backup/receipts for all charges. Enter all the transactions in accounting system by vendor.
- Obtain W-9s for all new vendors and setup vendors.
- Enter all invoices into accounting system. Including recurring invoices which are set up online and ensure department head approvals are obtained.
- Assist with processing all annual payments related to attorney state licensing and send communication to all attorneys.

Skills/qualifications:

- Research outstanding items in Outstanding checks and Open A/P monthly.

The ideal candidate will have 1-2 years Accounts Payable experience preferably in a law firm. Team-player and able to work with multi-levels of staff and attorneys. Detail – oriented, with proficient computer skills; strong communication skills – written and verbal; as well as dependable and able to meet deadlines. Rainmaker platinum (or similar billing software) experience, a plus.