

Job Title [Position]:	Financial Administrator	Job Category:	Professional / Exempt
Department/Group:		Posted By:	Jenna Gates
Location:	Center City, Philadelphia	Travel Required:	none
Level/Salary Range:	commensurate w/experience	Position Type:	[i.e.: full-time, part-time, etc.] full-time
HR Contact:	Robyn McGrath	Date posted:	August 23, 2021
Reports to:	Executive Committee	Posting Expires:	[i.e., 30-days]

Applications Accepted By:

Fax or E-mail:

robyn.mcgrath@sweeneyfirm.com

Attention:

Robyn McGrath

Mail:

Job Description

Brief Summary:

Sweeney & Sheehan is seeking a Financial Administrator with legal industry experience to work full-time in our Center City office. Experience using Juris is highly desired.

Responsibilities include:

- day-to-day financial operations, including accounts payable and accounts receivable
- provide Executive Committee with daily, weekly, and monthly status reports as needed
- work closely with the billing department to ensure all advanced costs are billed to clients
- assist billing department with collections process as needed
- maintain personnel files, track staff PTO, process payroll, and coordinate benefits for all employees
- monthly reconciliation of all bank and other asset and liability accounts
- submission of data to outside accountants, review and approval of quarterly financials, journal entries as necessary
- yearly and one-off financial tasks as needed

Skills/qualifications:

bookkeeping experience
LexisNexis Juris experience

[NOTE: Attach separate sheet(s) as necessary with the complete job description]

Sweeney & Sheehan is seeking a Financial Administrator with legal industry experience to work full-time in our Center City office. Experience using Juris is highly desired.

Responsibilities include:

- day-to-day financial operations, including accounts payable and accounts receivable
- provide Executive Committee with daily, weekly, and monthly status reports as needed
- work closely with the billing department to ensure all advanced costs are billed to clients
- assist billing department with collections process as needed
- maintain personnel files, track staff PTO, process payroll, and coordinate benefits for all employees
- monthly reconciliation of all bank and other asset and liability accounts
- submission of data to outside accountants, review and approval of quarterly financials, journal entries as necessary
- yearly and one-off financial tasks as needed

Sweeney & Sheehan is an AV rated regional defense litigation firm representing insurers, self-insureds, and business entities throughout Pennsylvania and New Jersey. The position is 9am-5pm M-F in our Center City office, following all masking and social distancing requirements. Salary is competitive and benefits include a profit-sharing plan, medical, dental, and vision insurance, life insurance, and flex spending accounts for healthcare, parking, transit, and dependent care.

Interested candidates should send a cover letter and resume via email to Robyn.McGrath@sweeneyfirm.com