



We are well established in the legal community and have an excellent reputation with the judiciary as well as other attorneys. We keep abreast of changes in the law, we are readily accessible, and we render service in a timely manner. In short, we hold ourselves to the highest standards, and we are zealous, compassionate advocates for our clients.

Kaufman & Canoles, one of Virginia's largest law firms, seeks an **Escrow Account Specialist** for its downtown Norfolk location. Under supervision and direction of the Accounting Supervisor, performs a variety of general accounting and administrative tasks.

Responsibilities:

- Processes escrow account transactions including electronic deposits, checks, incoming/outgoing wire transfers.
- Review and post all escrow account transactions handled by other administrative personnel.
- Review daily and maintain multiple bank accounts and banking relationships.
- Perform trust account reconciliations.
- Investigate and resolve old trust balances.
- Investment of client monies and redemption of funds.
- Back up of other accounting personnel.
- Prepare periodic reports.
- Maintain relevant files.
- Perform various miscellaneous duties as directed by the supervisor.

Qualifications:

- Strong written, verbal, and interpersonal communication skills with a customer service orientation.
- Exhibit sound judgment and the ability to use discretion in handling confidential and sensitive information.
- Proficiency in Microsoft Excel and Outlook.
- High degree of initiative, motivation, and attention to detail.
- Ability to function in a team environment.
- Strong work ethic and professional demeanor.
- Capability to multi-task, prioritize competing responsibilities, and meet deadlines.
- Associates Degree in Accounting or two or more years' experience in accounting with mid-size organization is preferred.
- 3-5 years' Law firm experience is preferred

Benefits:

We offer competitive compensation and a comprehensive benefit package. Benefits include medical, dental, life insurance, 401(k)/profit sharing, paid time off, long term and short term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.