



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 **Accounting Specialist** for its downtown Norfolk location. Under supervision and direction of the Accounting Supervisor, performs a variety of general accounting and administrative tasks.

Responsibilities:

1. Reconcile and prepare schedules for various balance sheet accounts each month.
2. Backup Accounts Receivable and Accounts Payable functions.
3. Preparation and input of various journal entries.
4. Assist with month/year end closing processes.
5. Assist in budget preparation and entry into accounting software.
6. Process client credit card payments.
7. Reconciliation of operating and trust bank accounts each month.
8. Receipt Imprest fee deposits and transfers in Elite.
9. Investigates and resolves old or outstanding items in all bank accounts and/or trust accounts.
10. Assist with preparation of annual reports to City Treasurers for personal property and gross receipts and prepare check requests.
11. Assist with maintaining fixed assets records for the firm.
12. Assist Accounts Payable Specialist with 1099-Misc. reporting and paralegals with 1099-S reporting.
13. Post checks from other locations for real estate transactions generated in ProTrust.
14. Assist with filing and storage of accounting documents per K&C retention policy.
15. Perform various miscellaneous duties and/or projects as directed.

Qualifications:

1. Bachelor's or Associate's Degree in Accounting or related field is required.
2. Five or more years' experience in accounting with mid-size organization is preferred.
3. Strong written, verbal, and interpersonal communication skills with a customer service orientation.
4. Exhibit sound judgment and ability to use discretion in handling confidential and sensitive information.
5. Proficiency in Microsoft Excel and Outlook.
6. High degree of initiative, motivation, and attention to detail.
7. Ability to function in a team environment.
8. Strong work ethic and professional demeanor.
9. Capability to multi-task, prioritize competing responsibilities, and meet deadlines.

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.