



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

Responsibilities:

- Reconciliation of multiple operating and trust bank accounts each month.
- Reconcile and prepare schedules for various balance sheet accounts each month.
- Assist with preparation and input of various journal entries.
- Assist in budget preparation and entry into accounting software.
- Investigate and resolve outstanding items in all bank accounts and/or trust accounts.
- Assist with preparation of annual reports to City Treasurers for personal property and gross receipts and prepare check requests.
- Assist with maintaining fixed assets records for the firm.
- Record disbursements from other locations for real estate transactions generated in ProTrust.
- Backup Accounts Receivable, Accounts Payable, and Trust functions.
- Perform various miscellaneous duties and/or projects as assigned.

Qualifications:

- Bachelor's or associate degree in accounting or related field is required.
- Minimum of five years' professional accounting office experience required.
- Proficient working knowledge of Microsoft Office.
- Demonstrated advanced accounting and analytical skills.
- Effective oral and written communication skills.
- High degree of initiative, self-motivation, and meticulous attention to detail.
- Demonstrated ability to work well under pressure and problem solve in a fast-paced environment.
- Strong work ethic and professional demeanor.
- Capability to multi-task, prioritize competing responsibilities, and meet deadlines.
- Positive credit standing.

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.