



Kaufman & Canoles, one of Virginia's largest law firms, seeks an Accounting Supervisor for its downtown Norfolk location. The Accounting Supervisor will oversee the day-to-day operations of the Accounting Department and the financial functions of the firm's satellite offices. The supervisor will also manage departmental functions and staff.

Qualifications:

- Bachelor's degree in Accounting, Finance, or other closely related field preferred.
- Minimum of five years' professional accounting office experience and prior supervisory experience.
- Excellent working knowledge of Microsoft Office and advanced level Excel.
- Online Banking experience preferred.
- Prior experience in Law Firm and Trust Accounting preferred.
- Demonstrated advanced accounting and analytical skills.
- Supervisory-level knowledge of accounts payable, accounts receivable, trust accounts, payroll, general ledger, and bank reconciliations.
- Effective oral and written communication skills.
- Proven organizational skills and meticulous attention to detail.
- Demonstrated ability to work well under pressure and problem solve in a fast-paced environment.
- Capability to multi-task, prioritize competing responsibilities, and meet deadlines.
- Positive credit standing.

Responsibilities:

- Monitors, transfers funds daily multiple bank accounts. And serves as administrator for many banking and other related websites.
- Verifies ACH debits and outgoing wires daily.
- Maintains a general ledger of over 2,000 accounts for the firm and its subsidiaries.
- Directs and oversees many accounting functions, including accounts payable, accounts receivable, trust accounts, general ledger, and bank reconciliations.
- Supervises, mentors, and evaluates departmental staff.
- Prepares biweekly report of charitable giving for the Executive Committee.
- Monitors cash flow for the firm and its subsidiaries.
- Prepares monthly financial reports for Members, operational departments, and subsidiaries.

- Prepares various daily, weekly, and monthly reports and reconciliations on a routine basis or as requested for the firm and its subsidiaries.
- Assists in the preparation of firm income tax returns and various financial budgets.
- Assists in the preparation of work papers for the annual financial and profit-sharing plan audit.
- Prepares statistical surveys and government census reports.
- Works with the Controller and Director of Administration on financial projects, as needed.

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.