



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:

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

Qualifications:

1. Bachelor's or Associate's Degree in Accounting or related field is required.
2. Minimum of five years professional accounting office experience required.
3. Proficient working knowledge of Microsoft Office.
4. Demonstrated advanced accounting and analytical skills.
5. Effective oral and written communication skills.
6. High degree of initiative, self-motivation, and meticulous attention to detail.
7. Demonstrated ability to work well under pressure and problem solve in a fast-paced environment.
8. Strong work ethic and professional demeanor.
9. Capability to multi-task, prioritize competing responsibilities, and meet deadlines.
10. 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.