



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

Responsibilities:

- Process, review, file invoices, reimbursements and check requests for accuracy, ensuring timely payment and resolve any discrepancies.
- Process, review and cut advance check requests.
- Approve ACH and Positive Pay transactions.
- Reconciliation of firm corporate credit cards.
- Monitor Continuing Legal Education and Bar expenditures and the individual Professional Expense Allowances for attorneys.
- Receive and post client payments.
- Oversee 1099 & W9 accounts payable items.
- Complete monthly sales and use taxes filings.
- Post journal entries for medical reimbursement plans, bank transfers and credit card fees.
- Oversee trust, wires, bank transfer for partner title agency.
- File and prepare records for storage.
- Assist as needed with A/R Clerk and Trust Specialist.
- Assist with special firm projects requiring accounting or financial requirements.

Qualifications:

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

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.