

# Kelley Ferraro <sup>LLP</sup>

---

## **Entry Level Accountant**

### **Summary**

As an Expense Clerk, you will be responsible for assisting with the law firm's day-to-day operations, including carrying out administrative services and supporting the Accounting team. This position's ideal candidate has a strong work ethic, exceptional problem-solving skills, and is comfortable working in a fast-paced dynamic workplace. This is a full-time in office position.

### **Responsibilities**

- Work with multiple data sources to create expense reports that aide in client distribution
- Timely processing of payment and account reconciliation
- Prepare general journal adjustments including co-counsel breakdowns
- Complete general accounting duties as assigned or needed
- Settle and process lien resolutions for subrogation

### **Qualifications**

- High school diploma or general education degree (GED) required
- Associates or bachelor's degree in Accounting (preferred)
- At least 2 years of experience with accounting software preferably Sage/100 Mas 90 and QuickBooks
- Must possess the ability to multi-task, prioritize, handle a fast-paced environment, and manage workload with a great attitude and minimal supervision.
- Highly organized with the ability to juggle multiple deadlines in an expeditious environment
- Proficient computer and database expertise with Microsoft Excel, Access, Word and Outlook.
- Excellent time management skills with ability and to work collaboratively
- Highly organized with willingness to work in a team-oriented environment
- Previous job history in accounts payable, bookkeeping or database management (preferred)

### **Careers at Kelley & Ferraro**

Kelley & Ferraro, LLP was selected as one of Northeast Ohio's Top Workplaces in the small business category for three consecutive years as published in The Plain Dealer on June 16, 2019, June 28, 2020, and June 27, 2021. Our continued success relies on our ability to provide an inclusive, supportive, and motivating workplace where every employee has a role to play in the delivery of outstanding service to our clients. Therefore, we are always looking for passionate and dedicated individuals to join the Kelley & Ferraro, LLP team. If you believe you are an ideal candidate to work at our law firm, please send your resume to the firm's Administration Director, Ed Kelley at [ekelley@kelley-ferraro.com](mailto:ekelley@kelley-ferraro.com).

