



POSITION DESCRIPTION

POSITION

ACCOUNTING SPECIALIST

DEPARTMENT

CENTRAL SERVICES

POSITION DESCRIPTION SUMMARY

Reporting to the Chief Operating Officer, the Accounting Specialist will be responsible for providing accounting support to the COO and provide vacation and overflow coverage to other department personnel in the areas of accounts receivable, accounts payable, billing, reporting and general accounting administration.

SPECIFIC DUTIES AND RESPONSIBILITIES

This position focuses on client collections and preparing reports. It will also assist in all areas of accounting as needed.

- Prepare routine accounting reports and customized reports upon request
- Respond to accounting related requests and inquiries from employees and clients
- Contact clients regarding payments due; coordinate with attorneys; send reminder statements; research and resolve any issues on client accounts
- Generate client bills
- Provide coverage for accounts payable, accounts receivable, billing and client file opening
- Other duties that may be assigned

QUALIFICATIONS SUMMARY

The Accounting Specialist should possess the following:

- High school diploma or equivalent, post-secondary preferred
- Experience in the banking, finance, auditing and/or accounting profession
- Knowledge of general accounting
- Excellent Microsoft Office skills (Outlook, Excel, Word); Excel proficiency
- Strong written, oral, organizational, and multi-tasking skills
- Detail orientation and accuracy
- Analytical thinking
- Mature interpersonal and diplomacy skills
- Demonstrated ability to interact well with clients and employees at all levels
- Familiarity with Maine collections law
- Willingness to adapt readily to the demands of a fast-paced legal environment

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up boxes containing exhibits and other legal documents up to 30 pounds. The noise level in the work environment is usually moderately quiet.

Employee

Date