

The firm is looking to hire a part-time bookkeeper to manage the financial aspects of the business.

We are a growing firm that prides itself on providing every client with the comfort of confidence. We take our work seriously and are known for providing top-shelf service, accessibility, and peace of mind to our clients, their families, and their loved ones. We strive to remain outstanding at what we do.

The successful candidate will be a team player, can communicate effectively with clients and other members of the firm, have excellent organizational skills and the ability to pay attention to details and prioritize workload.

Job duties include:

- Billing to Clients
- Receive Payments from Clients
- Reconcile Bank Statements
- Monthly Allocation Reports for Attorneys
- Run Aging Reports
- Enter New Bills to be Paid in QuickBooks
- Pay Bills
- Process certain parts of payroll
- Print Checks & Deposit Slips for Real Estate Closings
- Cut Checks for Cost Advances as needed
- Quarterly Taxes
- Renew subscriptions
- Work with the firm's accountant on a regular basis
- Facilitate the firm's Insurance Renewals

Required skills:

- Bookkeeping experience
- Extreme attention to detail
- Workflow management and organizational skills; ability to multitask and work on short-term and long-term projects simultaneously
- Team player
- Computer literacy, including proficiency in Word, Outlook and Excel. Experience and ability to learn new programs.
- Experience with Clio and QuickBooks Online is a plus
- Must have a compassionate, professional presence and down to earth attitude!

Offering competitive salary based on experience.

Submit a PDF of your resume and cover letter by email to [hackman@rhplegal.com](mailto:hackman@rhplegal.com), addressing the reasons why you are a good candidate for this position, along with your salary history and three references. Because we value your confidentiality, we will not contact your references until after an interview with your permission.