



JOB TITLE: Accounting Specialist

DATE: 1.7.2021

LOCATION: Denver

FLSA: Non-exempt

REPORTS TO: Accounting Manager & COO

JOB TYPE: Full time

JOB SUMMARY:

Primary Responsibilities

Responsible for a variety of tasks that support the Firm's accounting functions. This position is responsible for all aspects of vendor payables, and internal expense payments. Completes payments through the processing of invoices, and issuing checks or ACH payments. Conducts research, uses critical thinking and analysis to resolve invoice discrepancies and communicates professionally with suppliers and internal customers. This position will also be responsible for generating payroll and providing back up support to the billing function.

Accounts Payable

- Receive, process, verify, reconcile and codes invoices, expense reports, check requests, etc. with correct GL account codes and ensures accurate entry into accounting system (Coyote Analytics)
- Expense entry and reconciliation of firm's monthly invoices in Coyote Analytics for both, client and firm charges
- Expense entry and reconciliation of firm's AMEX credit card and other attorney credit card charges
- Ensure 1099 Misc. vendors provide W9 form and set-up in Coyote Analytics
- Provide documentation to Accounting Manager on Fixed Asset purchases
- Investigate and report issues associated with processing of invoices to the Accounting Manager, respond to vendor inquiries.
- Process and generate payments to vendors on a routine schedule
- Develop and maintain a filing system for records to ensure easily available information
- Assist Accounting Manager in maintenance of attorney rates
- Solve issues related to expenses posted to client bills, following up when necessary, keeping Billing Partner and Accounting Manager apprised of status at all times
- Maintain accurate records and provide documentation for audit and tax reporting purposes
- Maintain spreadsheet for Sales and Use tax reporting by state

Payroll

- Process payroll for salaried and hourly employees
- Review input of new hires in payroll system ensuring all paperwork is completed accurately
- Review input any employee changes (salary, branch, job, address, etc.) in payroll system
- Research and resolve all payroll requests or inquiries

Other

- Provide support to billing specialists as needed
- Other duties as assigned

Minimum Required Education and Experience

- Associate Degree in Accounting or applicable experience
- 5 Years in a law firm environment, specifically in the Accounting Department
- Working knowledge of law firm financial and payroll software
- Working knowledge of general Accounting and Bookkeeping principles
- Working knowledge of Excel

Required Skills

- Forward thinker that thrives in a busy environment with a mindset for problem solving and continuous improvement.
- Strong initiative, ability to meet deadlines, organize, prioritize and adjust to changing priorities
- Excellent verbal, written and interpersonal communication skills
- Must display a high degree of accuracy in work product
- Experience with client billing – editing prebills and generating client bills
- Must abide by KKR Confidentiality Policy
- Demonstrated functional knowledge of payroll concepts, compliances, practices, and procedures
- Must be reliable (excellent attendance)
- Ability to work autonomously and as part of a team.
- Demonstrated ability to quickly learn new applications, systems and requirements

Other:

- Normal business hours are Monday through Friday from 8:00 AM – 5:00 PM, MST
- Physical ability to lift up to 50 lbs., climb ladders, and crawl beneath workspaces when necessary.

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