

Staff Accountant

Applegate & Thorne-Thomsen is seeking a Staff Accountant whose responsibility is to provide day to day accounting and financial support. The ideal candidate will have a working knowledge of accounting principles and have the qualities listed in the qualifications below. The staff accountant will support a variety of accounting functions including processing transactions, completing account reconciliations and financial statements, and assist in financial analysis and reporting.

The firm is close-knit and places an emphasis on work-life balance as well as providing excellent client service. Cultural fit is just as important as financial acumen. The Staff Accountant will report to the Controller and have a significant impact on the growth of the accounting and finance functions as we look to implement a new ERP system.

SUMMARY OF KEY DUTIES & RESPONSIBILITIES

- Prepare daily bookkeeping duties and assist with month end close process
- Managing the AR function by applying cash receipts and assist with billing as needed
- Supporting the AP function by providing coding or by preparing various journal entries
- Manage bank reconciliation and other balance sheet reconciliations
- Maintain revenue projection process
- Analyze current processes and recommend changes to implement
- Assist in monthly, quarterly, annual financial reporting and analysis
- Prepare variance analysis for review to Controller
- Assist in process documentation
- Participate in ad hoc special projects as required, and other tasks as assigned

QUALIFICATIONS

- Must be able to work effectively as a team member as well as independently
- Ability to organize work flow and manage time efficiently
- Ability to show strong attention to detail
- Ability to think outside the box
- Maintains high level of service to internal and external clients
- Excellent interpersonal skills, with strong ability to effectively communicate verbally and in writing with staff
- Juris experience a plus (Elite, Aderant or equivalent accounting software)
- ERP integration experience a plus
- Proficiency with Microsoft Office especially with higher level Excel functionality
- Bachelor's degree required, preferably in Accounting or Finance
- 2+ years relevant work experience with preference for law firm/professional services industry background

Formed in 1998, Applegate & Thorne-Thomsen, P.C. serves its clients in all aspects of real estate development, ownership, financing and investment. The firm has particular expertise and a national reputation in affordable housing and community development, including the syndication of federal low-income housing tax credits, federal historic tax credits, new market tax credits, energy credits and state tax credits. Lawyers in the firm engage in a sophisticated practice, representing developers, investors, tax exempt community development organizations and public housing authorities. We are an Equal Opportunity Employer; minorities and women are encouraged to apply.