



## ACCOUNTS RECEIVABLE ASSISTANT JOB DESCRIPTION

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DEPARTMENT: Finance  
STATUS: Non - exempt

### SUMMARY

Accounts Receivable Assistant will be responsible for the timely recording of cash receipts into the firm's accounting system. This involves working with others in determining the proper allocation and handling of payments and adjustments.

### JOB DESCRIPTION

- Input and allocate all checks, wires, and cross/entity payments each day into the Elite accounting system.
- Prepare daily deposit for the bank.
- Prepare the daily Cash Report for management.
- Research prior payments, allocations, and/or other queries as requested by attorneys, their assistants, collections department staff and A/R Manager.
- Balance the accounts receivable manual log to the general ledger to assure all activity has been properly recorded.
- Perform reconciliation of daily receipts batches to the bank deposit records.
- Make all necessary adjustments, corrections and write-offs as instructed.
- Provide analysis of client accounts as requested by management, attorneys and staff.
- Work on regular research of unapplied and unidentified payments.
- Follow up with attorneys and update the Unallocated Log comments weekly.
- Keep the accounts receivable filing and work area organized and binders labeled.
- Photocopying, typing memos, filing, sending faxes, and getting supplies for the department as required.
- In addition, any other duties as assigned by the Accounts Receivable Manager.



## QUALIFICATIONS

### **MINIMUM QUALIFICATIONS**

- One year of accounting related experience required.
- Excellent oral and written skills.

### **PREFERRED QUALIFICATIONS**

- College degree preferred, law firm experience, A/R experience, Excel knowledge, and Elite experience preferred.
- Strong attention to detail, organizational skill, willingness to learn, strong team player and flexibility to do whatever it takes to meet deadlines and get the job done.
- Ability to multi-task needed.

### **PHYSICAL DEMANDS**

- Must be able to lift 25 pounds.

## HOURS

Monday through Friday, 9:30 a.m. to 6:00 p.m. (include lunch hour).

Vacation days are limited during December, January, and last business day of each month. Overtime is required.

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined. We are an Equal Opportunity Employer.