

JOB DESCRIPTION

Title: Accounts Payable and Billing Specialist
Industry: Legal Professional Services
Location: Seattle, WA
Status: Non-Exempt, 40 hours per week
Salary: DOE

Overview:

Marten Law (www.martenlaw.com) has built a national reputation as a leader in environmental, natural resource and energy law. Our team of lawyers includes recognized authorities in alternative energy, air quality, hazardous and solid waste, water resources and water quality, fisheries, environmental review and permitting, climate change and a host of other issues that our clients confront every day. To ensure that we stay at the forefront of our field, we publish a biweekly newsletter which reaches over 40,000 subscribers in all 50 states and more than 20 countries. We have four offices in three states - California, Washington and Oregon.

Position Responsibilities:

The Accounts Payable and Billing Specialist will report directly to the Finance Manager of the firm and is responsible for a majority of the activities related to the firm's cash disbursement and billing/cash receipts processes. This includes direct responsibility for accurately entering data for four different legal entities and ensuring the timely and accurate preparation of reports, reconciliation to outside source documents, monthly reconciliations and closing procedures, and the management of recording expenses in client billing records. This position will be based in Seattle but will support all offices within the firm.

Essential Duties and Responsibilities:

- Sort and distribute incoming accounting mail.
- Review vendor invoices for appropriate documentation, gather necessary approvals, and code into proper general ledger accounts and/or client billing records on a daily basis.
- Process check requests.
- Respond to vendor inquiries.
- Prepare bi-monthly check runs, matching supporting documents and organizing for check signer review. Distribute checks appropriately once signed.
- Record receipts of customer payments in the proper legal entity and assigned to appropriate account on a daily basis.
- Submit deposits to bank using a remote deposit scanner and using access to bank portal.
- Maintain and update customer information, including billing contacts and payment notes.
- Work with Staff Accountant to become familiar with and eventually perform monthly client billing procedures.
- Work with Staff Accountant to become familiar with and eventually submit client bills to external billing portals. Monitor and provide additional information in order to ensure timely payment of invoices.
- Provide other members of Finance team with reports, data, and documents as needed.
- File, organize and maintain all records thoroughly, accurately and timely.
- Assist with other projects as needed.

Position Requirements:

- 2+ years of experience.
- High school diploma required; college courses in accounting preferred.
- Well-organized and a self-starter. High level of professional integrity and accountability.
- Detail-oriented, professional attitude, reliable.
- Proficient in Microsoft Office suite, particularly Excel, Word, and Outlook.
- Familiarity and aptitude with integrated SQL-based accounting systems preferred.
- Strong interpersonal, written and verbal communication.
- Positive, upbeat personality, with ability to build relationships within and outside of firm.

Please submit resume, salary requirement and interest to:

Hiring at Marten Law
ddiresta@martenlaw.com