

Shaheen & Gordon

ACCOUNTING MANAGER

Shaheen & Gordon, P.A., Attorneys at Law, is seeking a full-time Accounting Manager with a minimum 5 – 10 years' experience in accounting or related fields. The position is located in the firm's Dover, NH office. The Accounting Manager oversees a 4-member finance team including billing, bookkeeping, payroll/benefits, and accounts payable. The Accounting Manager also advises the firm's management committee regarding budgeting, financial performance, and financial planning for the firm. The Accounting Manager must have excellent analytical skills, a thorough knowledge of accounting principles, payroll, and benefits, and must be able to prepare and analyze financial reports and forecasts as needed.

Responsibilities:

- Supervise finance staff
- Supervise billing, bookkeeping, payroll/benefits, and accounts payable functions
- Advise firm management regarding budgeting, financial performance, and firm financial planning
- Prepare GAAP compliant monthly financial statements
- Maintain bank accounts to include funds transfers to and from IOLTA accounts and monthly bank reconciliation
- Manage IOLTA accounts to ensure compliance with regulations
- Research and reconcile any discrepancies in operating and IOLTA accounts
- Co-manage insurance plans for the firm and firm employees
- Perform General Ledger analysis and provide annual financial data to outside accountants/tax preparers

- Oversee 401(k) reporting and funds transfers as required
- Oversee staff handling accounting activities for several real estate holding companies
- Specific financial daily, weekly, and monthly reporting
- Manage firm fixed assets
- Ad Hoc duties as needed

Requirements:

- Accounting Degree and/or CPA;
- At least 5 – 10 years' experience in relevant field(s)
- Excellent written and oral communication skills via email, phone, and in person,
- Be able to work with minimal oversight
- Supervisory skills and experience
- Understanding of Trust Funding with minimal oversight
- High degree of attention to detail and trustworthiness
- Respect for confidential information
- Excellent working knowledge of Excel and bookkeeping concepts is a must

Prior experience in a law firm is preferable; however, we are willing to train a candidate with the experience and qualifications needed for this position.

Shaheen & Gordon presents a pleasant, supportive, challenging, non-smoking work environment. Salary commensurate with experience, with excellent benefits including a 401K plan and health insurance. We encourage applicants of diverse backgrounds. Please email your cover letter and resume to recruiting@shaheengordon.com.