

LAW FIRM ACCOUNTING/ OFFICE MANAGER

Ten attorney, Salem, NH law firm with a staff of six non-attorneys seeks an experienced Office Manager to manage the overall financial & administrative operations of the firm, including client billings, cash receipts, accounts payable, payroll & related reporting, cash flow analysis, bank reconciliations, trust accounting, financial & tax reporting and 401(k) administration. The Office Manager is also responsible for the overall management of the firm's physical facilities.

Please send cover letter, resume' & salary requirements to Soule, Leslie, Kidder, Sayward & Loughman, PLLC, 220 Main Street, Salem, NH 03079 or to lperry@soulefirm.com.