

# Accounting Manager

SHAHEEN & GORDON, P.A.

ATTORNEYS AT LAW

Tenacity. Creativity. Results.™

Shaheen & Gordon, P.A., Attorneys at Law, is seeking a full-time experienced Accounting Manager in their Dover, NH office. To be successful in this role the candidate must demonstrate the ability to work as a member of a team, in addition to working independently.

## Responsibilities:

- Perform all payroll functions, including payroll taxes
- Prepare GAAP compliant monthly financial statements
- Maintain bank accounts to include funds transfers to and from Trust Accounts and monthly bank reconciliation
- Manage IOLTA accounts to ensure compliance with regulations
- Research and reconcile any discrepancies in operating and IOLTA accounts
- Process credit cards, as well as monitor credit card payments and allocate funds to Trust Account, where applicable
- Perform General ledger analysis and provide annual financial data to CPA
- Work with benefit insurance and corporate insurance
- Manage 401(k) reporting and transfer funds as required
- Work with law firm and handle accounting activity for small property entities
- Supervise finance staff
- Specific financial daily, weekly and monthly reporting
- Tracking of company vehicles

- Manage data transfers between Amicus and QuickBooks software, to include set up and linking of new employees
- Ad Hoc duties as needed

## Requirements:

- Must have an Accounting Degree with at least 5 – 10 years' experience
- Must have payroll experience, supervisory skills, excellent written and oral communication skills via email, phone, and in person, must be able to work with minimal oversight
- High degree of attention to detail and trustworthiness, as well as respect for confidential information
- Excellent knowledge of Excel experience is a must. Amicus software experience is helpful

Prior experience in a law firm is highly desirable; 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. Please email your resume, cover letter (including salary requirements) and references.

Replies should be emailed to: [recruiting@shaheengordon.com](mailto:recruiting@shaheengordon.com).