



Job Description

Title **Accounts Payable Specialist**

Status **Full-time; FLSA – Non-exempt**

Description

Leason Ellis is seeking an experienced Accounts Payable Specialist to join our dynamic accounting / finance team! Must have a college degree and experience with a high volume of A/P in a professional services setting. Required experience includes accurate and timely coordination throughout the A/P process – invoice uploading, data entry and approval coordination via an invoice approval portal, voucher processing and payment of invoices, coordination with third party vendor, annual Form 1099 reporting, and other accounts payable and general accounting / bookkeeping duties as assigned or required by departmental needs and/or established policies and procedures.

The successful candidate must have the demonstrated ability to:

- Accurately process and/or coordinate emails and invoices throughout the workflow cycle
- Provide A/P and accounting support to billing attorneys as well as internal and external clients
- Analyze data and accounting transactions
- Prioritize and effectively manage a full workload with a keen attention to detail, accuracy and timeliness
- Manage multiple priorities using sound judgement and time management skills to meet deadlines without compromising accuracy or quality of work
- Work both independently and in collaboration with team members and all internal as well as external clients.
- Articulate clearly, effectively and professionally in verbal and written communications with a high degree of accuracy and proper grammar usage
- Comprehend, follow-up and follow through with instructions, as well as ask well thought out questions when clarity is needed
- Work with a high degree of integrity and confidentiality relating to firm, accounting / finance department matters, and client matters
- Successfully adapt to changing priorities and work demands



- Anticipate work needs and take the initiative to follow up and follow through with minimal direction or oversight

Duties and Responsibilities

- Review, sort, and code all invoices for the approval process within the vendor invoicing approval (VAC) portal and accounting system
- Review and approve data entries for processing with third party vendor
- Maintain monthly schedules of recurring payments
- Prepare vouchers in the accounting system for disbursement via check or wire transfer; coordinate and maintain vendor payment documentation
- Match invoices to checks, obtain signatures for checks, and distribute or mail checks
- Ensure all account aging issues are identified, communicated, and resolved in a timely manner
- Maintain vendor files and documentation thoroughly and accurately
- Assist with month end closing process
- Annual 1099 preparation and maintenance
- Assist with accounting related projects, as needed or requested

Qualifications and Requirements

- College degree and 2+ years of accounts payable experience
- Must have strong a work ethic and client service mindset
- Detail oriented; professional demeanor; reliable team member
- Effective business level verbal and written communication skills
- Effective organizational and time management skills
- Effective research and problem resolution skills
- In-depth knowledge of basic accounting principles
- Strong math, data entry and documentation skills
- Thorough knowledge of accounts payable/general ledger systems and procedures, financial chart of accounts
- Proficient in Microsoft Office; exceptional Outlook, Excel and Word skills



Apply

Please submit your resume and cover letter (detailing your relevant experience and desired compensation range) to careers@leasonellis.com Leason Ellis is an EOE/M/F/D/V/SO. We offer a competitive compensation and benefits package, and a dynamic, diverse and “remote flexible” work environment. Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.

Pay range: \$45,000 - \$60,000 per year

About

Leason Ellis is a full-service intellectual property law firm with a deep bench of professionals and a collaborative, hands-on approach. We’re big enough to handle any intellectual property issue that our clients may face. Yet we’re small enough to coordinate efficiently when evaluating our clients' issues, identifying practical and creative solutions for their business needs, and putting our insights to work on their behalf.