

<b>Title:</b>	<b>STAFF ACCOUNTANT</b>			<b>#Positions Available</b>	<u>1</u>	
<b>Salary Range</b>	\$48,000	<b>To</b>	\$55,000	<b>Hour</b>	<b>Annual</b>	<u>X</u>
<b>Full time</b>	<u>X</u>	<b>Part-time</b>		<b>Required Education</b>	<b>Degree</b>	<u>Required</u>
<p>Arnold &amp; Porter Kaye Scholer LLP has an opening for a Staff Accountant in its Tallahassee Operations Center. The Staff Accountant will assist the Accounting Manager in reconciling general ledger accounts, preparing and analyzing monthly financial statements and preparing financial schedules as required and will assist the Director of Tax and Payroll and the Director of Accounting as needed. The Staff Accountant will provide back up on fixed assets accounting and client trust and escrow accounts as needed.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting.</li> <li>• Minimum of two years of experience in general ledger/financial reporting.</li> <li>• Experience at a law firm or other professional services organization preferred.</li> <li>• Public accounting or audit experience preferred.</li> <li>• CPA or CPA candidate preferred.</li> <li>• Advanced Microsoft Excel skills (data manipulation, advanced formulas, pivot tables, vlookups, etc.).</li> <li>• A strong general knowledge of accounting, including journal entries, reconciliations, expense variations, etc.</li> <li>• Ability to multitask and prioritize tasks, with a sense of urgency, while maintaining high attention to detail and accuracy.</li> <li>• Excellent organization skills in a fast-paced environment.</li> <li>• Effective oral and written communication skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to demonstrate a high degree of trustworthiness in handling confidential and sensitive information.</li> <li>• Strong client service skills.</li> <li>• Self-motivated and able to work independently.</li> <li>• Flexibility to work additional hours, as needed.</li> </ul> <p>All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status. Arnold &amp; Porter Kaye Scholer LLP is an EO Employer - M/F/Veteran/Disability</p>						