Salary: 70-80K.

**ACCOUNTS PAYABLE SUPERVISOR:**  The ideal candidate will report to the Firm’s Controller and assist in the daily operations of the Accounting Department to include all areas of Accounts Payable.  The position requires 3 -5 years general accounting**.  Previous law firm experience** is a must and Elite Enterprise a big plus.  Some Overtime is required and will be paid.

Perform day to day processing of Accounts payable

* Ensure  invoices are recorded to correct general ledger account
* Confirm timely payment of vendor invoices and expense vouchers and maintain accurate financial records and controls reports.
* Oversee 2 Accounts Payable People and 1 clerk.
* Assist Controller with month end closing and prepare various reports
* Oversee reconciliation of vendor statements
* Assist as needed with various requests

 Skills: Excel, Word; Excellent verbal and written communication skills; Attention to detail; Strong interpersonal skills with the ability to interact with Attorneys.    Hours: 9:30 a.m. to 5:30 p.m.

Contact:

***Terry Kon***

*Executive Director, Business Development*

**The Goodkind Group**

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