



Accounts Payable Clerk-Chicago, IL

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented, and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice. We currently have more than 80 lawyers in offices in Chicago, San Francisco, Irvine, Ann Arbor, and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions, and general litigation.

The Accounts Payable Clerk is responsible for day-to day management of all payment cycle activities in a timely and efficient manner. The role provides financial, administrative, and clerical support to the accounting department. Additional responsibilities include paying third parties or employees by scheduling and preparing checks, resolving purchase order, ensuring credit is received for outstanding bills and issuing stop-payments or purchase order amendments. The A/P clerk maintains meticulous records for outstanding payables. The Accounts Payable Clerk should make sure that payments are made to vendors in a timely manner, while protecting the firm against unintentional overpayment. The Accounts Payable Clerk will need to be able to multitask effectively and essentially to thrive in a busy, team-oriented environment.

We are a hard-working, collaborative, and friendly group of professionals who are motivated to support each other as we fulfill our Firm mission to be a law firm built for clients. The ideal incumbent will be team oriented, collegial, and collaborative, which are “must have” qualities for applicants, in addition to a proven track record of expertise with the following duties and skills.

Essential Duties and Responsibilities*:

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries.
- Pays vendors by monitoring discount opportunities, verifying federal identification numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Ensures credit is received for outstanding memos.
- Issues stop-payments or purchase order amendments.
- Pays employees by receiving and verifying expense reports by preparing checks.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by microfilming and filing documents.
- Reports sales taxes by calculating requirements on paid invoices.
- Protects organization’s value by keeping information confidential.

- Other duties as assigned.

** This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

Competencies

The following are competencies required to be successful in this position:

- **Critical Thinker**
The ability to gather relevant information, interpret and analyze the data, and make informed decisions. Develop sound, practical solutions and make timely decisions; provide creative solutions to difficult and complex issues.
- **Effective Communicator (Written and Oral)**
The ability to communicate clearly and coherently, interpreting information and adapting communication to suit particular situations and audience needs, creatively and factually.
- **Strong Interpersonal Skills**
The ability to develop and maintain relationships with others, and to work with others toward a common goal by working cooperatively, developing positive relationships, providing information and assistance willingly, and manage conflict in a professional and productive manner. Be above reproach, both in fact and in perception, in maintaining the utmost confidentiality in client and firm information at all times; understands and implements general rules of ethical behavior applicable to lawyers.
- **Detail-Oriented**
The ability to develop and apply comprehensive planning and organizing strategies to ensure projects are appropriately prioritized and resources are used effectively and efficiently; demonstrate strong initiative, administrative organization, and attention to detail.
- **Proactive**
Responsive to deadlines, timely follow-through, effective problem-solver with the ability to see opportunities to make improvements and independently choose strategies to achieve them; envisions new and innovative possibilities and acts on them independently to achieve benefits.
- **Manages Change**
The ability to perform at high levels in a fast-paced, ever-changing work environment and successfully adapt to changing priorities and work demands.
- **Technical Skills/Learning**
Possess working knowledge of typical legal or service industry accounting methods and issues with the ability to quickly learn and integrate new technical skills and knowledge; seeks out avenues to enhance technical skills.

Work Environment

The team atmosphere is fostered not only by the lawyers, but by all members of the support staff. Our firm's employees are proud of collaborating to service firm clients. Our commitment to teamwork allows us to tap multiple fields of experience from our range of practice areas, ensuring our ability to meet each client's individual needs. Our team approach enables us to

analyze a situation from several points of view until we uncover the advantage that makes the difference for our client.

The position is full-time, with flexibility needed to work overtime, as necessary.

This position requires pre-employment screenings which include a criminal background check and reference check.

RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability, and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

Acknowledgement

I have received a copy of the job description for my position:

Position: _____

Revision Date: _____

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the human resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Employee's Name