**Position:** Staff Accountant
**Department:** Finance
**Reports to:** Director of Finance
**Status:** Salaried, non-exempt
**Hours:** Monday – Friday, 8:30 a.m. – 5:00 p.m.
**Location:** Conshohocken Office, Hybrid, in-office 3 days per week

## GENERAL SUMMARY

RCCB is seeking a Staff Accountant to join our Finance team. This position supports the firm's accounts payable, payroll, and banking functions. The ideal candidate is detail-oriented, service-focused, and committed to maintaining accurate financial records and strong internal controls.

## ESSENTIAL JOB DUTIES

- **Accounts Payable**
  - Process vendor invoices after confirming all required approvals
  - Prepare and post accounts payable payments, including checks, ACHs, wires, and credit cards
  - Post credit card transactions and reconcile activity to monthly credit card statements
  - Process employee reimbursements and check requests
  - Conduct verbal confirmation of vendor banking instructions in accordance with the firm's fraud-prevention procedures
  - Review vendor statements and reconcile vendor balances to identify outstanding invoices, duplicate payments, credits, and discrepancies
  - Research and resolve vendor inquiries, payment discrepancies, and outstanding items
- **Banking**
  - Create and maintain Positive Pay issuance through banking portal
  - Assist with daily banking transactions and cash management activities
  - Prepare daily reconciliation of bank accounts
- **Reporting and Compliance**
  - Prepare monthly spending report
  - Prepare annual Forms 1099, including review of vendor records, collection of required tax documentation, and filing support
  - Prepare and file annual unclaimed property reports, including identifying aged outstanding checks and credits, performing required due diligence outreach to owners, and remitting unclaimed funds to the appropriate states

    - Prepare and process federal, state, and local tax payments
- **Payroll**
    - Process payroll, including formulaic pay calculations and review for accuracy
    - Maintain accurate and up-to-date payroll records, including employee deduction changes and state and local payroll tax information
    - Monitor and update employee state and local payroll tax withholding information as changes occur
- **Customer Service and Administrative Support**
    - Respond to inquiries from attorneys, legal assistants, vendors, clients, and administrative staff regarding invoices, payments, trust transactions, and account activity
    - Maintain organized electronic and paper documentation supporting financial transactions
    - Provide administrative support for the firm's ancillary businesses
- **Projects and Process Improvement**
    - Participate in Finance Department projects and special initiatives
    - Assist with testing and implementation of financial systems and process improvements
    - Identify opportunities to improve efficiency, strengthen internal controls, and enhance reporting processes
    - Support other accounting and administrative functions as assigned

**PREFERRED SKILLS & EXPERIENCE**

- Bachelor's degree in Accounting or Finance
- Two to five years of accounting or accounts payable experience
- Law firm experience preferred
- Experience with Aderant legal accounting software preferred
- Experience working with online banking platforms and electronic payment processing
- Strong attention to detail and organizational skills
- Excellent written and verbal communication skills
- Strong customer service mindset and ability to work effectively with attorneys, staff, vendors, and clients
- Proficiency in Microsoft Excel and Microsoft Office applications
- Ability to maintain confidentiality and handle sensitive financial information
- Strong time management and multitasking skills, with the ability to juggle competing priorities, manage recurring deadlines, and adapt to shifting demands

*RCCB is an equal opportunity employer committed to fostering workplace diversity. The firm encourages applications from a diverse pool of candidates, and does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, or any other federal or state protected classification.*