

Job Title:	Accountant
Location:	New York, NY
Terms:	Permanent Position / Full Time / Onsite (NOT Remote)
Salary/rate:	Commensurate with Experience (Range: \$60,000 - \$80,000) The Firm's current employee benefits include voluntary contributory medical, dental and vision plans, flexible spending account, long-term/short-term disability plans, term-life insurance, commuter benefits, and a profit sharing/401k plan.
About us:	Grunfeld, Desiderio, Lebowitz, Silverman & Klestadt LLP is one of the nation's largest law firms devoted exclusively to international trade and customs matters. The firm represents a wide variety of clients, ranging from privately held companies to Fortune 100 corporations engaged in the manufacture and distribution of textiles, consumer electronics, foodstuffs, computer and telecommunications equipment, pharmaceuticals, chemicals, automotive products, steel, wearing apparel, agricultural products and a host of other consumer and industrial products. Our practice is highly transactional involving a large number of diverse client inquiries requiring expedited responses.
About the role:	This accounting role reports to the Firm's Finance Manager in the four-person department. The role will support the firm's Customs and Trade offices in New York, DC, and California, and satellite offices in Wisconsin, and Hong Kong.
Responsibilities:	<ul style="list-style-type: none"> • Process daily operating account deposits, check requests, and client credit card payments and reconcile accounts monthly; • Process escrow account deposits, checks, and credit card payments and reconcile accounts monthly; • Reconcile of client accounts; • Analyze profitability by client/matter/department; • Accounts payable and vendor functions; • Manage and reconcile escrow accounts; • Assist with billing functions as needed; • Expense tracking and analysis; • Other tasks as assigned.
Candidate requirements:	<p>Qualified candidates will have:</p> <ul style="list-style-type: none"> • 1 - 3 years of accounting experience in a law firm practice, preferred; • BS or Associates Degree in accounting or finance; • Excellent organizational skills with attention to detail; • Excellent time management skills and the ability to meet deadlines; • Flexibility, responsiveness, adaptability, and professional maturity; • Ability to act with integrity, professionalism, and confidentiality; • Ability to develop new processes to streamline workflows; • Ability to communicate with personnel at all levels; • Proficient with Microsoft Office products with advanced knowledge of Excel; • Experience with Surepoint LMS is strongly preferred; • Must be willing to work in New York office.