GDLSK
GRUNFELD DESIDERIO LEBOWITZ SILVERMAN & KLESTADT LLP

NEW YORK
WASHINGTON, DC
MILWAUKEE
LOS ANGELES
HONG KONG

Job Title: Staff Accountant

Location: New York, NY

Terms: Full-Time / On-Site

Salary/rate: $65,000 - $73,000

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.
Essential Functions:	• Process daily operating account deposits, check requests, and client payments and reconcile accounts monthly; • Process escrow account deposits, checks, and other payments and reconcile accounts monthly; • Update schedules for year-end; • Answer Accounting emails / requests for tax documents and invoices; • Assist with billing functions as needed; • Other tasks as assigned
Candidate Qualifications:	• Proficiency with Microsoft Office products • Associate or BS Degree • Excellent organizational skills and attention to detail • Ability to manage multiple tasks and competing deadlines • Ability to communicate with personnel at all levels • Ability to act with integrity, professionalism, confidentiality, and flexibility
Benefits:	• Comprehensive medical, dental, and vision insurance • 401(k) retirement plan with employer contribution • Paid time off and firm holidays • Life and disability insurance • Professional development opportunities
Compensation:	The salary range for the position is $65,000 up to $73,000 and is determined based on the candidate's qualifications and experience.

Interested candidates should send resume and cover letter, with salary requirements, to **careers@gdlsk.com**

GDLSK is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other status protected by applicable federal, state, or local law.

GDLSK provides reasonable accommodation for qualified individuals with disabilities. If you need an accommodation to complete the application process, please contact careers@gdlsk.com.

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