

Accounts Payable Clerk

Murphy Austin Adams Schoenfeld LLP is looking for a qualified Accounts Payable Clerk candidate with two-plus years of accounting experience. Law firm accounting experience is preferable. The successful candidate should have basic general ledger accounting knowledge and must be able to multi-task in a fast-paced, professional environment. It is important to enjoy working as part of a team as well as demonstrate a commitment to excellent client service. In addition, solid organizational skills, attention to detail and the ability to follow directions and procedures are essential.

Advanced computer skills and aptitude are also required. Advanced skills in time and billing software, Microsoft Word, Excel, Outlook and document management systems are required, with proficiency in Orion a plus. Must be able and willing to learn other software systems that support a law firm accounting department.

Murphy Austin offers a competitive salary and benefit package. Well-organized, detail-oriented, and motivated applicants should submit resumes to: Trish Hughes Kreis at thkreis@murphyaustin.com.