



Accounting Assistant
Milford, CT
Full-time

The Carter Mario Law Firm has been helping personal injury victims throughout Connecticut for over 30 years. We are strong and growing! Our efforts to go above and beyond have resulted in countless successful results. We are seeking an experienced accounting professional to join our Milford team.

Responsibilities include:

- Accounts payable and receivable tasks
- Prepare monthly bank reconciliations
- Communicate with banks for client check issues and processing wires
- Prepare and process vendor checks, correspondence
- Maintain and record transactions
- Prepare financial reports for senior management
- Assist with end of year activities including 1099s
- Review and process settlement statements, client settlement checks, and provider checks
- Assist staff with accounting issues/questions on settlements as needed
- Research and resolve vendor matters
- Assist with procedural/process changes, implementation, training accounting staff
- Assist Controller, COO, and HR with confidential tasks

Qualifications include:

- College degree in accounting/financial field
- Experience with all above noted accounting tasks
- Expert-level knowledge of Microsoft Excel
- Proficiency with Microsoft Word, Outlook, QuickBooks, & Adobe.
- Integrity and ethical behavior to effectively manage confidential matters
- Strong organizational and analytical skills
- Professional written & verbal communication skills
- Detail oriented
- Pro-active
- Service-minded interpersonal skills to deal with diverse people and situations
- Effective time management skills to adeptly manage multiple priorities
- Adaptable to change
- Able to work independently and as part of a team
- Law firm experience a plus
- Payroll experience a plus

We recognize talent and reward results. We provide opportunities for continued growth through on-site training, tuition assistance, and a book club. Please forward your cover letter and resume to humanresources@cartermario.com Our benefit options include medical, dental, vision, life insurance, short-term and long-term disability, an employee assistance program, paid time off bank, and a 401(k) plan with employer matching.