

Building Service 32BJ Benefit Funds

Job Description Posting

Legal Funds

Job Title: Accounting/IT Analyst
Labor Grade: 9
Department: Legal Fund
Reports To: Director of Legal Services Fund
Posting Date: May 3, 2019

Summary:

Reporting into the Director of the Legal Services Fund, this hybrid position will be responsible for managing both the IT and Accounting needs for a high volume law office.

IT, Reporting and Data Analysis:

- Liaise with IT and related vendors and technicians and the internal IT staff to ensure efficient functionality of Fund's IT programs and needs
- Create monthly, quarterly and annual reports reflecting the Legal Fund's performance.
- Maintain ProLaw System via regular updates, research and continuous monitoring.
- Develop and utilize Qlikview as a reporting and performance tool to enhance Fund operations for internal and external purposes.
- Engage in process improvement and strategy to promote efficiencies in work flow and ProLaw system
- Work with outside consultants to develop IT related programs to maximize efficient operations

Accounting:

- Supervise and ensure the efficient processing of Accounts Payable to outside attorneys in a timely fashion.
- Oversee internal accounting clerks; review work and provide assistance as needed.
- Prepare and monitor bank reconciliations, cash transfers, and cash receipts.
- Oversee case related payments for accuracy and determine whether payments are covered.
- Monitor monthly budget reports and run variance analysis.
- Generate monthly Accounting reports of payments made and internal time trackers.
- Communicate with Auditors and consolidate requested backup documentation
- Generate, reconcile and mail 1099s to all vendors; generate electronic file to be submitted to the Internal Revenue Service

Other Duties and Responsibilities:

- General Office Support/Administration
- Interview new hires
- Provides QA support or back-up as needed in various capacities
- Performs other functions, responsibilities, and/or special projects as directed by the Director of Legal Fund.

Qualifications and Core Competencies:

- Strong written and verbal skills
- Well organized and able to multitask and manage projects
- Works independently as well as part of a team
- Effectively and professionally communicates utilizing appropriate terminology
- Detail oriented, well-organized, logical and able to function in a fast paced environment with the ability to independently complete assignments within specific deadlines

Technical Skills:

- Experience and expertise with SQL databases, Access, Excel (intermediate level), and preferably ProLaw & Qlikview
- Ability to import, parse, and manipulate data from an SQL database

Education and/or Experience:

- Bachelor's degree in Accounting, Finance, or a similar field of study; relevant experience will be considered.
- At least Two (2) years of experience with SQL databases, Access, and Excel (Pivot Tables, VLOOKUP's, & formulas) required.
- Experience with ProLaw and Qlikview strongly preferred.

Language Skills: Fluently read, write and speak English.

Reasoning Ability: High

Certificates, Licenses, Registrations: None

***All candidates must submit resume and salary requirements with application.** Interested candidates should submit their cover letter and resume to jobpostings@32bjfunds.com prior to the closing date. Only those candidates under consideration will be contacted. No phone calls please.