

Staff Accountant-Accounts Payable

Accounting Department

Summary:

The Staff Accountant - Accounts Payable position is responsible for auditing, uploading, recording and processing firm invoices and employee expense reports ensuring adherence to firm policy and client guidelines. In addition, the position prepares and process checks and electronic payments to vendors and employees. This position also helps research and provide backup documentation to others within the organization in accordance with the clients guidelines.

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Qualifications:

- Bachelor's Degree is required, in Accounting or Finance.
- 1+ year of law firm accounting experience preferred.
- Excellent communication skills, both written and verbal; the ability to communicate effectively with all levels of attorneys and staff.
- Ability to prioritize work, handle pressure situations; meet deadlines and have a complete understanding of accounts payable and its impact on other functions within the Accounting Department and the Firm.
- Effective research and problem solving skills with a strong attention to detail.
- Knowledge of Excel, Chrome River and 3E accounting system database a plus.

Duties and Responsibilities:

- Assist with the reconciliation of the Wells Fargo credit card program.
- Maintain 1099 database in the Accounting software and communicate with vendors to obtain proper documentation as necessary.
- Audit expense reports to ensure compliance with firm policies and evaluate. appropriate account and matter coding.
- Audit vendor invoices for firm compliance and evaluate appropriate account and matter coding.
- Upload vendor invoices and cost entry charges to be billed to clients.
- Research unpaid invoices.
- Resolve reconciling items when needed, work with the GL and billing team, and participate in providing documentation for the annual audit.
- Respond to vendor and internal inquiries regarding vendor and employee payment status.
- Performs other duties as assigned.

Status: Non-Exempt

Reports To: Accounts Payable Supervisor

Workplace Type: Remote (must be local to DC office)

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