

SORENSEN LAW OFFICE

POSITION ANNOUNCEMENT ASSISTANT TO BUSINESS MANAGER

General Description of Position: Assistant to Business Manager provides general financial and business management support to Business Manager and to firm.

Duties & Responsibilities:

Financials:

1. Prepare and forward service invoices to firm's clients and prepare answers to inquiries related to services and costs for the Business Manager to send to clients
2. Receive, process and deposit funds received from clients; working cooperatively with Business Manager and firm bookkeeper, enter and maintain ledger of client funds (trust account) by posting and verifying; prepare checks and coordinate authorized signatures
3. Maintain subsidiary accounts by posting, verifying and allocating transactions in cooperation with Business Manager and firm's bookkeeper
4. Assist Business Manager to prepare monthly accounts payable and forward appropriate payments; maintain records of financial transactions by posting and verifying
5. Prepare checks for attorneys/staff per Business Manager's request when needed and gather proper signatures
6. Work with Business Manager and firm's bookkeeper on monthly reconciliation to balance trust accounts and general operating accounts; maintain a balanced ledger for each
7. Assist Business Manager and offsite bookkeepers as they prepare quarterly reports and year-end reports; provide documentation to CPA to assist in closing of year-end books and tax preparation

Human Resources:

1. Assist Business Manager in their HR duties
2. Assist Business Manager with tax documentation, SAIF reports and other miscellaneous assistance upon request
3. Assist in law school recruitment of law clerks

Updated on 8-3-23

4. Help prepare and maintain position descriptions, employment paperwork, and other non-confidential personnel related documents
5. Post job announcements via social media or other related outlets as requested by supervisor

Business Management/Administration:

1. Help Business Manager design and implement business plans and strategies to promote the attainment of goals
2. Assist supervisor in the organization and coordination of day-to-day operations, team meetings and retreats
3. Help develop and maintain relationships with partners/vendors/suppliers
4. Assist Business Manager to gather, analyze and interpret external and internal data; prepare reports for lead attorney

IT/Tech:

1. Assist supervisor in the purchasing, maintenance, and troubleshooting of all office hardware and software
2. Help manage and maintain firm Total Tech/Geek Squad account; schedule appointments with techs to resolve issues as needed
3. Assist with training materials and train staff as to hardware and software usage and troubleshooting of basic tech difficulties
4. Research and purchase hardware and software for the firm as needed

Relationships with Others: Regular interaction with Business Manager, firm bookkeeper, attorneys, potential employees, staff, vendors.

Supervision: Assistant to the Business Manager is supervised by Firm's Business Manager.

Qualifications:

*Bachelor's degree (or in process of) in accounting/human resources or related field, OR related experience (i.e., you've owned a business, worked in a family business, worked in a similar position for 1 to 5 years)

Updated on 8-3-23

*1-5 years of experience in bookkeeping or accounting

*1-5 years of experience in a for-profit commercial, retail, or law business

Knowledge, Skills & Abilities:

*Knowledge of accounting practices and principles, and billing, invoicing, check writing/prep for signatures

*Expert knowledge in Microsoft Excel or related spreadsheet

*Skill in Data entry

*Ability to architect strategy along with leadership skills

*Excellent active listening, negotiation, and presentation skills

*Ability to keep confidential information

*Attention to detail

*Experience working with IT hardware (printers, laptops) and software (printer driver) and ability to apply instructions from Tech experts for managing and maintaining hardware and software

*Comfortable dealing with large volumes of complex data

Sorenson Law Office is an equal-opportunity employer. Sorenson Law Office complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity}. Women, people of color, and persons from classes who have historically been discriminated against are especially encouraged to apply.

This is a part-time position (20 hours per week). Starting at \$20/hour with generous sick and vacation. No health benefits.

To Apply:

*Please send resume and cover letter to Ms. Kim Leval, Business Manager, Sorenson Law Office: kim@sorensonfoialaw.com

*Position open until filled