

LEGAL

Senior Accountant

Birch, Stewart, Kolasch & Birch, LLP, a leading Washington, DC area Intellectual Property law firm, is seeking a Senior Accountant. The Senior Accountant will be responsible for a wide array of financial management duties in a high production environment for IP prosecution. This position will be responsible for the accounting functions and databases. The Senior Accountant will help produce reports needed throughout the Firm, improve automation of reports, provide support for the accounting system, and perform senior level accounting work. The Senior Accountant will be a full-time, exempt position and will report to the Executive Director.

Qualifications

- 4-year degree in Accounting/Finance or related field required.
- Minimum of 5 – 7 years of accounting and reporting experience.
- Database systems management preferred.
- Experience in an intellectual property law firm or professional services is a plus.
- Solid knowledge of technical tools such as excel and report writing.
- SQL programming is a plus.

Other Requirements

- Ability to maintain confidentiality.
- Able to multitask by prioritizing tasks in a fast-paced environment and completing tasks under time pressure when necessary.
- Strong attention to detail.
- Fundamental knowledge of accounting and billing policies and procedures.
- Normal BSKB business hours required.
- Ability to work hours beyond the normal workday when necessary.

Responsibilities and Duties

- Perform and review monthly accounting reconciliations.
- Work with banking renewals and annual preparation for CPA firm audit/reviews.
- Help establish, monitor, and enhance accounting policies and procedures as needed.
- Help organize and maintain annual budget process.
- Assist with researching accounting discrepancies/inquiries and follow-up with staff/attorney as necessary.
- Responsible for coordination of work amongst the accounting staff.
- Assist with processing staff & associate payrolls (semi-weekly) and partner payrolls (semi-monthly) as necessary.
- Review file upload of participant's 401K deductions to retirement plan's web portal as necessary.
- Assist with database management and problem solving with respect to accounting databases.

- Maintain and help improve automation of offline excel accounting and billing databases.
- Work with administrators/developers of the docketing and other firmwide systems to enhance consistency and integration with the accounting databases.
- Interface with outside developers to address software errors with accounting databases or to create customized bill templates and reports.
- Assist with firm-wide user support and troubleshoot issues with time and billing database.
- Produce and improve automation of numerous reports used throughout the Firm.
- Assist with conversion to new accounting system.
- Use daily reconciliation report to resolve discrepancies between time entries in Carpe Diem and Accounting database. Help evaluate if discrepancy is due to time entry modification made by user, notify IT department of failed transfers from Carpe Diem, etc.
- Assist with preparation of ad hoc reports on client/assignee activity for partners as needed
- Prepare extensive productivity reports as requested
- Provide ad-hoc data relating to accounting and billing activities as requested
- Calculate compensation for associates and non-equity partners. Assist with quarterly Counsel commission reports and payments
- Set up, maintain, and update timekeeper billing rates, minimum fixed fees, GS fees as needed
- Assist with preparation of monthly Accounts Receivable report and schedule of bad debt
- Assist with productivity report on IP Paralegals
- Assist with reports, graphs, PowerPoint presentations for semi-annual partner meetings
- Maintain current and historical data related to partner compensation
- Assist with preparation of 3-year and 5-year Analysis on billings and hours worked
- Assist with preparation of annual reports on billings by supervising timekeeper
- Consult with department managers and provide feedback/recommendations on procedural changes that affect the accounting group.
- Support the accounting and billing groups as necessary.
- Participate in meetings involving new special billing arrangements or billing guidelines/procedures requested by client, determine feasibility of client's request, help develop strategy for implementation.
- Help design and update invoice templates.
- Assist the billing group with quality review of invoices and special billing instructions as necessary.
- Other duties as assigned.

Benefits:

Comprehensive benefits package to include medical, dental, and vision insurance. Paid time off and paid holidays. Firm wide annual events and business casual environment. Access to nearby metro and free parking offered.

Please email cover letter, resume and salary requirements to HR@BSKB.com.

About BSKB:

Since 1976, BSKB has been providing a full range of intellectual property law services to clients in the areas of patent prosecution, post-grant review, litigation, opinions and counseling, design patents, trademarks and licensing. Our knowledgeable attorneys and agents hold advanced degrees and are experienced in the fields of chemistry, electronics and IT, mechanical engineering and life sciences/biotechnology.

We believe in offering every client quality, personalized service, and are committed to educating our clients to help them make the most of their intellectual property. BSKB has a rich tradition of offering seminars on intellectual property law that have been attended by practitioners from around the world.

For more information, visit bskb.com.

Birch, Stewart, Kolasch, & Birch LLP is an equal opportunity employer. We are committed to providing equal opportunity to all applicants and employees in full compliance with all applicable state and federal laws prohibiting discrimination on the basis of race, color, age, gender, religion, national origin, disability, sexual orientation and gender identity protected veteran status and individuals with disabilities, or any other class protected by applicable state or federal law.