

DRINKER BIDDLE & REATH LLP
CASH RECEIPTS COORDINATOR
JOB POSTING

JOB TITLE: Cash Receipts Coordinator	STATUS: Non-Exempt
REPORTS TO: Director of Revenue Accounting Operations	LOCATION: Philadelphia, PA
<p>SUMMARY: We are seeking a Cash Receipts Coordinator to join our team! Based in our Philadelphia, PA office, the Cash Receipts Coordinator is responsible for following established procedures for processing cash receipts firm wide, scanning checks, preparing bank deposits, researching and resolving queries and processing adjustments and report requests.</p> <p>It is essential that this person be a self-starter and able to work well both in a team environment as well as independently. This role is expected to be a substantive contributor to the outcomes described and must ensure that client service and client satisfaction are attained in all areas.</p> <p>In accordance with the firm's Client Service Initiatives, the Cash Receipts Coordinator must display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p>JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Process cash receipts firm wide. • Pull wires from the bank. • Scan all checks mailed to the firm from all offices into the firm's bank account using the firm's bank connected electronic scanner. • Prepare bank deposits using the bank accounting software. • Research and resolve queries on application of funds from the client or attorney and explain how the funds were applied. • Process adjustments/write-offs with proper approval. • Run cash reports per the client's or attorney's request. • Perform special projects and tasks as needed. <p><i>The statements contained in this job posting are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p>	
<p>KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Excellent 10-key and keyboarding skills. • Strong knowledge of Microsoft Windows and Office suite (specifically Excel, Word and Outlook). • Working knowledge of Elite Enterprise software. • Excellent math aptitude. • Excellent written and verbal communication skills. • Demonstrate absolute attention to detail, coordination, organization and follow-through skills. • Excellent customer service skills. • Possess strong interpersonal skills with the ability to build strong relationships. • Must be highly organized and be sensitive and responsive to internal and external client demands and deadlines. • Must be a highly motivated, personable self-starter who is able to manage multiple projects simultaneously and successfully, many with tight deadlines. • Detailed focus and extremely consistent in producing quality work. • Able to maintain confidentiality. • Ability to interact with people in a manner which shows sensitivity, tact and professionalism. • Exhibits clear and concise telephone and email etiquette. • Must be able to work well as part of a team as well as independently. • Is responsive and sensitive to internal and external deadlines and able to work under pressure. 	

- Unbiased judgment, sound discretion and openness to the views of others.
- Ability to interact with people in a manner that shows sensitivity, tact and professionalism.
- Able to quickly grasp the goals, service, culture and strategy of both the firm and the department.
- Candidate must conduct him/herself professionally in appearance and actions. Must set a positive example for all personnel and support a collegial and collaborative work environment.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Willingness to be flexible and perform responsibilities not specifically identified in the job description and assume new responsibilities as the department's and firm's needs change.
- Flexible and dependable, including the ability to work overtime as needed.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree (ideally in Accounting or Finance).
- Minimum of three years' experience in a law firm environment preferred, but not required.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

HOW TO APPLY:

Interested candidates should send a resume and cover letter, including salary expectations, to Human.Resources@dbr.com and reference "**Cash Receipts Coordinator**" in the subject line.

No agency submissions accepted. No phone calls please.