

DRINKER BIDDLE & REATH LLP
ACCOUNTS PAYABLE CLERK
JOB POSTING

JOB TITLE: Accounts Payable Clerk	STATUS: Non-Exempt
REPORTS TO: Accounts Payable Supervisor	LOCATION: Philadelphia, PA
<p>SUMMARY:</p> <p>We are seeking an Accounts Payable Clerk to join our team. The Accounts Payable Clerk is responsible for all aspects of accounts payable, including processing vendor invoices and check requests and ensuring files are maintained in an effective, up-to-date and accurate manner. It is imperative that the Accounts Payable Clerk is attentive to details and timelines to ensure that vendors and suppliers are paid within established guidelines. While the main focus of this position will be fulfilling the role of the Accounts Payable Clerk, this individual will also be cross-trained in other areas of the Accounting Department.</p> <p>In accordance with the firm's Client Service Initiatives, the Accounts Payable Clerk must display good judgment and have effective interpersonal communications. In addition, confidentiality and discretion are required consistently.</p>	
<p>JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Review all invoices and check requests for appropriate documentation, accuracy, completeness and approvals prior to payment. • Perform data entry of all firm and client chargeable vouchers into Enterprise. • Process and issue checks requiring same-day payment, including filings, etc. • Print and distribute accounts payable checks. • Research billing questions/discrepancies on invoices and for internal and external clients. • Reconcile vendor statements. • Process and follow up on rush items. • Maintain accounts payable files. • Assist in monthly closings. • Prepare analysis of accounts, as required. • Perform filing and copying. • Special projects as assigned. <p><i>The statements contained in this job description 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"> • Strong 10-key and keyboard skills. • Competence in Word, Excel and Outlook. • Excellent organizational, analytical and problem-solving skills. • Uses written communication that is technically sound, grammatically correct and without typographical errors. • Excellent attention to detail. • Extremely consistent in producing quality work. • Ability to prioritize and multi-task in a fast-paced environment. • Ability to handle confidential information in a discreet, professional manner. • Ability to work independently with minimal supervision as well as part of a team. • Committed to quality customer service (internal and external). • Initiative in developing and refining skillset; willing to work with new technology. • Must be a highly motivated, personable self-starter who is able to manage multiple projects simultaneously and successfully, many with tight deadlines. • Able to follow instructions accurately and proactively keep others informed of progress. 	

- Accepts ownership of projects and is successful in driving projects, as well as daily tasks, to a successful conclusion. This includes being able to assess, adapt and reprioritize projects quickly when situations change.
- Ability to function effectively in stressful situations/circumstances.
- Ability to work with detailed information accurately and efficiently.
- Able to maintain confidentiality.
- Possess strong interpersonal skills with ability to build strong relationships.
- 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.
- 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.
- Respects people's differences in background, culture and perspective.
- Flexible and dependable, including the ability to work overtime as needed.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting or Finance

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 "**A/P Clerk**" in the subject line.

No agency submissions accepted. No phone calls please.