

**DRINKER BIDDLE & REATH LLP**  
**STAFF ACCOUNTANT & PRICING ANALYST**  
**JOB POSTING**

<b>JOB TITLE:</b> Staff Accountant & Pricing Analyst	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Assistant Controller	<b>LOCATION:</b> Philadelphia, PA
<p><b>SUMMARY:</b></p> <p>The <b>Staff Accountant/Pricing Analyst</b> is responsible for maintaining financial reports, records and general ledgers; preparing and analyzing budgets; and general bookkeeping. This position also supports the firm's Pricing Director with creating pricing structures and budgets for legal matters and assists the firm's practice group managers as directed by the Assistant Controller and Pricing Director.</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. The person in this role is expected to be a substantive contributor to the outcomes described and must ensure that excellent client service and client satisfaction are attained in all areas. In addition, in accordance with the firm's Client Service Initiatives, the Staff Accountant &amp; Pricing Analyst must consistently display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p><b>JOB FUNCTIONS:</b></p> <p><b><u>Essential Job Functions:</u></b></p> <ul style="list-style-type: none"> <li>• Prepare journal entries, monthly bank reconciliations and account analyses. <ul style="list-style-type: none"> <li>○ Prepare bank reconciliations to confirm bank balances tie to the general ledger and client trust subsidiary ledgers.</li> <li>○ Prepare monthly account analyses to confirm the general ledger balance is accurate and properly substantiated. Review general ledger entries, identify posting errors, contact appropriate department/practice group to understand reason for errors and establish new processes to eliminate similar problems in the future, determine the adjustment necessary and prepare and enter journal entries to correct errors prior to month end.</li> </ul> </li> <li>• Prepare monthly financials including income statements, balance sheets and statements of cash flows.</li> <li>• Develop and maintain a dashboard that budget owners can utilize to monitor spending against budget throughout the year.</li> <li>• Review existing processes and improve efficiencies through automation of manual tasks.</li> <li>• Develop new reports as needed utilizing SQL, Elite, Access, Excel, etc.</li> <li>• Track GL masking in the accounting system to identify trends and establish an organized way to ensure the accuracy of expense postings.</li> <li>• Prepare audit schedules; research and provide detailed explanations for auditors and the accounting management team.</li> <li>• Assist with annual budget reporting and preparation.</li> <li>• Maintain all databases related to pricing and GL expense reporting to ensure data integrity, security and ongoing improvement.</li> <li>• Perform other accounting and financial tasks as requested – quite often on short notice by the Assistant Controller or Controller.</li> </ul> <p><b><u>Other Job Functions:</u></b></p> <ul style="list-style-type: none"> <li>• Support the Director of Pricing with tasks related to pricing/budgeting legal matters to include updates to the SQL code, databases, dashboards, Excel templates, etc. used to price/budget/manage legal matters.</li> <li>• Undertake analysis of data to support pricing decisions.</li> <li>• Support, mentor and train internal users on pricing systems.</li> <li>• Assist the Director of Pricing in working directly with lawyers in the development of matter budgets and pricing proposals.</li> </ul>	

- Assist the RFP Proposal Manager on pricing and rate aspects of RFP pitches.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Advanced knowledge of MS Office Suite (Outlook, Word, Excel, etc.).
- Understanding of databases including MS Access, SQL and Crystal Reports.
- Experience with Elite Enterprise or a similar system.
- Advanced math aptitude with the ability to analyze figures and apply concepts of probability and statistical interference to practical situations.
- Excellent organizational skills and strong attention to detail.
- Self-motivated with the ability to manage, prioritize and coordinate multiple projects successfully within tight deadlines.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to build strong relationships.
- Willingness to accept ownership and drive both daily tasks and special projects to successful conclusion.
- Ability to adjust and adapt quickly to changing situations.
- Capacity to work well under pressure, especially during month-end and year-end deadlines.
- Ability to work with detailed information accurately and efficiently.
- Proficiency to produce quality work on a consistent basis.
- Ability 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.
- Ability to work well as part of a team as well as independently.
- Commitment to quality customer service (internal and external).
- Ability to respond to internal and external deadlines promptly and with sensitivity.
- Ability to grasp the goals, service, culture and strategy of the department, office and the firm overall.
- 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.
- Ability to adhere to and serve as a role model for the firm's Client Service Standards.
- Flexibility to work overtime as necessary.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Accounting or Finance required
- Minimum of two years of accounting/SQL/Excel experience

We are an Equal Opportunity Employer offering a competitive salary and full benefits package, including medical/dental/vision, life/disability insurance, paid holidays and a 401(k) plan.

**TO APPLY:** Interested candidates should send a cover letter, including salary requirements, and resume to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) referencing **Staff Accountant/Pricing Analyst** in the subject line. *Incomplete applications will not be considered.*