

Bookkeeper/Office Assistant/ Paralegal

We're looking for a full time employee to perform general office and accounting related duties for legal trusts. You will need excellent organizational skills, accuracy, clear communication, the ability to maintain confidentiality and work within pre-established time lines. You'll work with a small friendly group downtown.

Duties include:

- Review and posting of daily receivables
- Interface with bank and financial web sites
- Transfer funds between cases and accounts
- Process NSF and related transactions
- Resolve unidentified receipts
- Assist with written customer service and phone calls.
- Set up new trust accounts
- Monitor/address incomplete information and filings
- Monitor/address delinquent payments
- Originate simple correspondence via email or letter

Qualifications include:

- 2-4 year degree or demonstrated experience
- General accounting and/or office experience
- Excellent written, oral and interpersonal communication skills
- Proficiency with computers and software (we will train on our system)
- Legal or bankruptcy experience would be a plus

Hours are between 8:30 am and 5:00 pm. Compensation will be based on your qualifications but likely in the \$15-20+/hour range. Benefits included vacation, holiday sick pay, health insurance, 401(k) and parking. You will be subject to a background check. See ch13wdw.org. Apply to: job@ch13wdw.org