



Employment Opportunity

Financial Administrator

Broude & Hochberg, LLP seeks an experienced financial administrator for a part-time position overseeing the firm's billing, bookkeeping, and payroll administration needs.

General Job Information

- Full-time/part-time: Part-Time
- Office location: Financial District, Boston, Massachusetts; remote work available
- Travel required: No

Qualifications – Required

- Five years of bookkeeping experience in a professional office setting
- Bachelor's degree in accounting, finance, business, or other relevant field of study
- Proficient in QuickBooks Online
- Proficient in preparing financial statements, including profit and loss statements, balance sheets, and statements of cash flow
- Prior experience administering payroll
- Proficient in Microsoft Office 365, specifically Excel, Word, and Outlook
- Strong written and verbal communication skills both in-person and by phone
- Availability to begin employment immediately

Qualifications – Preferred

- Prior experience working in a law firm setting
- Experience with trust accounting and familiarity with rules governing law firm client trust accounts, including IOLTA and non-IOLTA trust accounts
- Prior experience using law practice management software, specifically Clio
- An interest in cloud-based platforms and how they can be used to streamline office practices

Responsibilities

- Maintain all bookkeeping for the firm
- Administer firm payroll, including monitoring tax withholding and tax reporting
- Maintain firm trust accounts in accordance with rules and regulations governing law firm client trust accounts
- Generate monthly client invoices and accept invoice payments using the firm's timekeeping and billing software
- Provide basic bookkeeping services for select clients
- Assist with annual preparation of 1099s and W-2s

Firm Background

Located in the heart of Boston's financial district for over 70 years, Broude & Hochberg, LLP is a full-service, AV rated law firm that provides legal counsel to individuals and other entities. Our primary areas of focus include estate planning, estate and trust administration, tax planning and preparation, real estate, corporate, and non-profit law. We are a small and dedicated team of professionals who strive to provide the highest quality legal advice and services to our clients.

We offer competitive compensation and benefit packages and the opportunity for remote work and flexible work schedules. Broude & Hochberg, LLP is committed to providing equal employment opportunity and will consider every qualified applicant regardless of race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Learn more about our firm at www.broude.com

To Apply

Please provide a completed employment application, your resume, and a cover letter addressed to:

Ms. Ann P. Hochberg, Esq.
Broude & Hochberg, LLP
75 Federal Street, Suite 1300
Boston, MA 02110

Please submit your completed application materials by mail to the address above, or via email to: employment@broude.com

When submitting your application by email, please provide your cover letter and resume as a single pdf document.

The application period for this position will close on Friday, February 5, 2021.