**Erie County Bar Association**

**Accountant Job Description**

Accounting is completed for the Erie County Bar Association along with the Erie County Law Foundation. The ECBA accountant is responsible for a wide variety of finance-related tasks associated with preparing financial records. These tasks include organizing and maintaining financial records, ensuring statements are accurate and computing taxes and preparing tax returns.

**Specifics:**

* Enter all income and expenses; monitor all receivable/send delinquent payment notices; process all online payments; record cost accounting between multiple divisions; pay bills/print checks to be signed by the Executive Director.
* Meet with the Board Treasurer monthly (Treasurer opens all bank statements); generate Income Statement, Balance Sheet and Statement of Cash Flows monthly for Board meetings.
* Monthly reconciliation of bank statements.
* Responsible for monthly closing entries for depreciation, accruals and insurance allocations.
* Enter payroll and tax information provided by Maloney Reed Scarpitti.
* Make deposits to bank accounts using in-office deposit machine (as well as cash); responsible for petty cash.
* Prepare invoices for legal ads and subscriptions; send invoices when due for seminar/meeting/event attendance.
* Prepare reports and lists for Maloney Reed Scarpitti for year-end closing and tax preparation; answer any questions as they prepare the 990s; make year-end entries when provided; communicate any issues/problems.
* Handle account for online credit card payments and associated fees; review daily activity; enter monthly credit card fees issued by Affinipay.
* Calculate Pennsylvania Bar Association (PBA) and Erie County Bar Association (ECBA) dues; prepare invoices in Quickbooks; enter payments as received; create a dues spreadsheet for when quarterly payment of PBA dues must be submitted; use PBA website to create a report for each quarter's payment.
* Draft annual ECBA budget in coordination with the Executive Director and Budget & Finance Committee.
* Handle the Business Partner Program accounting and is program liaison for benefits.
* Handle the Erie County Law Foundation accounting and is program liaison (Kid Konnection, Chief Justice Samuel J. Roberts Scholarship, etc.).
* Opportunity to expand position beyond accounting is skill-set applies.
* Other duties as assigned, on- and off-campus event participation, participate in handling Lawyer Referral and Information System calls, and general office organization, etc.

**Experience:**

* Bachelor’s degree in accounting or related field.
* Computer knowledge of Quickbooks, Microsoft Office and other as-needed platforms.
* Ability to work independently and as a team member.

**Other:**

* Hours are 8:30 a.m. – 5:00 p.m. (summer hours are 8:00 a.m. – 4:00 p.m.)
* Health insurance, vacation/holiday/sick time, long- and short-term disability, 401K participation after 1-year of employment, pension after 2 years of employment
* Assist in normal office operations as needed

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