



## **Accounts Payable Administrator**

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[Cantor Colburn LLP](#), one of the largest full-service intellectual property law firms in the country, has an immediate opening for the position of Accounts Payable Administrator in the Finance Department located in our Hartford, CT office. A hybrid work schedule is available. The ideal candidate is a competent, technologically savvy, proactive, and self-motivated professional with experience in accounts payable and general financial functions, and knowledge of accounts receivable payment applications, preferably in a law firm setting. There are opportunities to help create best practices to enhance the current role and provide opportunities to experience more within the Finance department.

### **Principal Responsibilities**

- Preparing invoice batches and inputting them in the accounts payable module of the financial system each day to ensure prompt payment deadlines
- Daily upload of United States Patent and Trademark office electronic invoices into accounts payable
- Processing expense reports through web-based system, including follow-up with incomplete or inaccurate information provided by employees and partners
- Process weekly and off-cycle check runs and other vendor reporting
- Maintain positive-pay records with the firm's banking institution
- Record miscellaneous ach accounts payable transactions as they occur
- Setting up and recording outgoing wires and ach payments
- Perform various general ledger account analyses upon request
- Manage and maintain vendor accounts in the accounts payable system
- Ensuring W9 recordkeeping requirements are in order, annual 1099 reporting and filing
- Reconciling and resolving disputes and variances with suppliers
- Other general finance department duties as needed

### **Qualifications and Skills**

- Detail oriented, highly organized individual with a great attitude and commitment to continuous improvement
- High degree of accuracy and efficiency
- Ability to exercise sound judgement and problem-solving skills
- Excellent interpersonal and communication skills
- Ability to learn quickly in a dynamic and time sensitive environment
- Client service-focused (internal and external)
- Proven ability to manage multiple projects simultaneously, changing priorities as needed
- Flexible and adaptable to change
- Word, Excel, Outlook, PowerPoint

### **Education and Experience Requirements**

- Associate degree in accounting or finance or equivalent experience preferred
- Minimum 3 years' experience working in a financial capacity in a professional organization, preferably at a law firm
- Ability to exhibit and explain accomplishments and improvements made in current or prior roles

Cantor Colburn LLP is an Equal Opportunity and Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, gender, sexual orientation, disability, or protected veteran status.

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