

## Accounting Clerk

**Stearns Weaver Miller**, a full-service commercial law firm with five offices across Florida, is seeking a full-time **Accounting Clerk** for our Downtown Miami office. This is an excellent opportunity for someone starting their career and eager to learn the fundamentals of accounting in a professional, team-oriented environment. This entry-level position reports directly to the Accounting and Cash Receipts Supervisor.

### Responsibilities:

- Monitor and reconcile bank statements, vendor statements, credit card transactions, and employee expense reports.
- Assist with monthly and annual financial close processes, including preparation of journal entries.
- Enter invoices into the accounting system (3E), ensuring accurate general ledger coding and proper documentation.
- Prepare checks and wire transfers and obtain the necessary signatures.
- Research and communicate the status of unpaid invoices and credits to management
- Respond to vendor inquiries and resolve issues in a timely and professional manner.
- Collaborate with other members of the finance team to ensure compliance with internal controls and accounting policies.
- Assist with special projects, ad hoc analysis, scanning and other duties as assigned.

### Qualifications:

- Preferred: Actively pursuing or holding an associate's or bachelor's degree in accounting or a related field.
- Strong attention to detail with a high degree of accuracy and confidentiality.
- Solid understanding of basic accounting principles and practices.
- Proficiency in Microsoft Excel & Outlook
- Excellent data entry skills with the ability to manage a high volume of work efficiently.
- Strong organizational and time management abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and collaboratively within a team environment.
- High level of computer literacy.

To apply, please email your resume to [legalrecruiting@stearnsweaver.com](mailto:legalrecruiting@stearnsweaver.com) indicating the title and office of the position in the subject.

*Stearns Weaver Miller is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, veteran status, marital status, citizenship, ancestry, pregnancy, familial status, actual or perceived status as a victim of domestic violence, dating violence or stalking, or any other legally protected status entitled to protection under federal, state, or local anti-discrimination laws.*