



Boylan Code LLP has a unique opportunity for a Staff Accountant in our Rochester, New York office.

Boylan Code is a team of more than fifty attorneys, paralegals and support staff, with dozens of areas of expertise, and hundreds of years of collective experience. Our approach is not transactional, it is holistic; we want to understand and serve our clients, their families, their businesses, and their unique issues, challenges and opportunities. Our strong commitment to client service is at the heart of everything we do. Everyone at Boylan Code shares a commonality of purpose – we are passionate about the idea that the right people can and do provide the intellectual strength, passion and vision to become key drivers of success for our clients.

Boylan Code is ranked in the Rochester top tier by Best Lawyers in America for Alternative Dispute Resolution, Bankruptcy & Creditor/Debtor Rights, Corporate Law, and Trusts & Estates.

Job Description:

The Staff Accountant will have a broad set of responsibilities, encompassing comprehensive elements of the role: accounting, transaction processing, account reconciliation, and financial analysis.

Primary Responsibilities:

- General accounting activities including processing and maintenance of all general ledger transactions in the firm's business system
- Account reconciliations
- Generation of month-end financial reports
- Support of the firm's business transactions, including:
 - Billing
 - Accounts Payable
 - Accounts Receivable
 - Cash Application
- Financial analysis
- Business process improvement
- Special projects as assigned

Required Experience/Skills:

- Bachelor's Degree in Accounting
- CPA a plus
- 3+ years' experience in performing general accounting, accounts payable/receivable and financial analysis activities
- Strong business system skills/understanding
- Aptitude for detailed work, data analysis, problem solving and follow-up
- Strong communication and interpersonal skills collaborating effectively with all levels
- Strong Excel / Microsoft Office Skills

Please send your cover letter and resume in complete confidence to Susan M. Gross, Director of Human Resources, at sgross@boylancode.com.

Boylan Code LLP will reasonably accommodate individuals with disabilities throughout the employment selection process. If you believe you need an accommodation during the selection process, please contact Susan Gross, Director of Human Resources, at sgross@boylancode.com, to make a request.

Boylan Code LLP is committed to the policy of equal employment opportunity. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition or carrier status, domestic violence victim status, veteran status or status as a member of any other protected group or activity.