



Accounting Clerk

**NOVATO, MARIN COUNTY, CALIFORNIA
FULL-TIME**

One Legal is a technology-driven company that is transforming how legal professionals access legal support services. We're building online tools that help to make the administration of legal practice easier and more efficient and, in the process, transforming an industry.

It's our vision to be the most trusted technology provider for legal support services in the United States. As the Accounting Clerk, you will perform a variety of accounting duties to support the operations of a rapidly changing professional organization.

ABOUT YOU:

We are looking for someone that has very strong organizational skills, is courteous, is attentive to detail and can provide outstanding customer service. The ability to transition between a variety of responsibilities throughout the day is key. A collaborative attitude is required to perform successfully in the role.

OUR IDEAL CANDIDATE WILL:

- Have a high school diploma
- Have experience with Windows and Microsoft Office
- Have knowledge of basic accounting practices
- Be punctual and have excellent time management skills
- Demonstrate professional maturity (discretion, flexibility, and self-start who can work within a team or solo)
- Be a team player with a "can do" attitude that can work in a fast-paced environment.
- Have the ability to establish and maintain professional atmosphere with employees, vendors and customers
- Prior work experience in an office environment preferred

AS ACCOUNTING CLERK YOU WILL:

- Assist in accounts receivables including monitoring AR aging, making collections calls, and collection of receivables
- Assist in applying payments to customer's accounts and prepare bank deposits
- File and maintain company documents to support financial records
- Provide back-up for calls & emails routed to Accounting from Customer Support. Answer, resolve and/or delegate incoming accounting calls/issues
- Assist in additional accounting projects and duties as needed
- Perform all other duties as assigned and/or requested by management in a professional and efficient manner

YOU SHOULD HAVE:

At One Legal we consider every candidate on his or her individual merits. However, possession of some or all of the following will help to differentiate you from the field.

- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required
- A friendly, courteous, service-oriented, professional attitude
- Remain calm and professional in stressful situations
- Detail oriented while maintaining an extremely positive attitude
- Must be able to work independently and productively with minimum supervision
- Recognize problems, identify possible causes and resolve routine problems
- Team player with a "can do" attitude that can work in a fast-paced environment
- Ability to establish and maintain professional atmosphere for employees, clients and customers

BENEFITS:

We offer a great compensation package, with paid vacation, sick time, a fun and casual work environment, a competitive benefits plan, and the opportunity to be part of a team that is shaping the future of legal technology.

As a bonus, you'll be working out of our headquarters in beautiful Marin County, just 25 traffic-free minutes north of the Golden Gate Bridge.

HOW TO APPLY:

Send a resume, cover letter, and link to your LinkedIn profile to resumes@onelegal.com.