

# ROBINSON PAYNE LLC

## Position: Office Administrator

Hours: Non-Exempt, Full-Time, 40hrs/week

### Principle Duties & Responsibilities

- **Bookkeeping**
  - Process & maintain payroll records through ADP
  - Process & record Accounts Payable
  - Process & record Accounts Receivable
  
- **Recordkeeping**
  - Maintain Office records such as:
    - Insurance Records
    - Equipment Records
    - Software Records
    - CLE Records
  
- **Billing**
  - Execution & mailing of bills to client
    - Refer to *Billing Process Document* for detailed description
  
- **Administrative Support**
  - Serve as back-up to Receptionist
    - Refer to *Receptionist Job Description* for detailed description
  - Technology liaison to IT vendor
  - Perform administrative support to Business Manager & Attorneys
  
- **Data Base Management of Client MATTERS**
  - Open Files
  - Close Files
  - Coordinate Files to Storage

### Education/Experience

Bachelor's degree and/or specialized certification preferred, but not required  
Minimum 3-5 years prior bookkeeping experience  
Proficient in Microsoft Office Applications  
Experience with application TimeMatters/Billing Matters a plus, but not required

### Skills

Ability to organize and prioritize a variety of work in an efficient and detailed manner  
Strong communication skills – both verbal and written  
Tact and diplomacy in dealing with clients/vendors  
Ability to keep information confidential  
Professional appearance and attitude

### Relationships

As we are a small firm, it is important that positive relationships are maintained with all team members. Direct supervision of this position will be provided by the Business Manager.