



### *The Opportunity:*

#### **Accounting Clerk (Flexible Hybrid in SF Bay Area)**

This position is an excellent opportunity for a candidate with an accounting/finance degree and office experience to grow their experience and learn in a professional, law firm environment.

The **Accounting Clerk** supports the delivery of quality legal services and the efficient financial operations of the firm by managing cash receipts, client trust accounts, accounts receivable (A/R), accounts payable (A/P), and related accounting functions. Ensures all transactions are processed accurately, timely, and in compliance with firm policies and California State Bar guidelines. Acts as a key resource for financial inquiries, collections support, vendor coordination, and payment processing.

This position is a flexible hybrid position requiring working in-person in San Francisco at least three days per week.

### *The Day-to-Day:*

- **Client Trust Accounting:** Administers all aspects of client trust accounts in compliance with California State Bar requirements. Record deposits, transfers, and disbursements with proper authorization. Prepare trust checks, wire forms, and required bank documentation for new accounts. Ensures proper handling of retainers and client overpayments.
- **Accounts Receivable & Client Account Management:** Supports collections activities, including tracking payment arrangements and updating the collections database (ARCS). Researches and resolves payment issues, misapplied cash, and unapplied balances. Processes A/R write-offs in accordance with firm policy. Maintains detailed payment tracking for complex billing arrangements. Coordinates with billing to ensure proper application of payments and trust usage.
- **Accounts Payable & Disbursements:** Processes vendor invoices from receipt through approval, coding, entry, and payment. Facilitates weekly check runs, ACH payments, and wire transfers. Handles daily and rush payment requests, ensuring proper approvals. Coordinates invoice approvals and resolve discrepancies with vendors and internal

stakeholders. Maintains accurate vendor records, including tax documentation for 1099 reporting.

- **Expense Processing & Cost Recovery:** Reviews and processes employee expense reports for compliance and accuracy. Initiates ACH reimbursements and coordinate payment authorizations. Processes corporate account charges (e.g., travel, delivery) and allocates billable costs. Performs cost recovery entries and reconcile vendor invoices.
- **Reporting & Financial Support:** Distributes monthly trust account reports to responsible attorneys. Provides financial reports, audit support, and ad hoc analyses as requested. Tracks retainer activity and follows up with attorneys as needed.
- **Record Keeping & File Management:** Maintains accurate electronic and physical files for all accounting transactions. Ensures proper scanning and storage of supporting documentation. Monitors stale invoices and outstanding checks, resolving as necessary.
- **Vendor & Internal Inquiries:** Responds to inquiries from attorneys, staff, and vendors regarding payments, invoices, and account activity. Reconciles vendor accounts and obtains corrections or credits when needed.
- **Additional Responsibilities:** Manages petty cash disbursements and reconciliations. Assists with collections processes in the absence of the Collections Coordinator. Performs other accounting and administrative duties as assigned.
- **Works Cooperatively and Collaboratively with Others:** Strives to meet deadlines, follows firm policy and department protocols. Maintains department customer service standards. Assists with special projects as assigned. Communicates with clients in a professional and service-oriented manner. Works cooperatively with attorneys, secretaries and other departments, as necessary.



***Requirements:***

**Experience:**

Prior office experience is required. Prior legal experience is helpful, but not required.

**Education:**

Bachelor's degree in Accounting, Finance, or a related field of study preferred.

**Knowledge, Skills and Abilities:**

- Proficient in the use of MS Office Suite of software (Word, Outlook, and Excel), and pdfs.
- Familiarity, and/or ability to gain proficiency, with accounting software.
- Strong knowledge of accounting principles, concepts and processes.
- Accurate data entry with the ability to type and use 10-key by touch.
- Excellent communication skills, both written and verbal; demonstrated understanding of correct grammar, spelling, and punctuation.
- Ability to work effectively within a team environment and to work proactively.
- Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently and meet deadlines.
- Strong organizational skills, interpersonal skills, and attention to detail.

To apply, please submit a cover letter, resume, and complete the application at: <https://us242.dayforcehcm.com/CandidatePortal/en-US/farella>



## **What We Provide:**

Farella supports all the members of our Farella family in achieving both personal satisfaction and professional accomplishment. Farella provides competitive salary and excellent benefits including comprehensive, medical, dental, vision, generous PTO, educational reimbursement and charitable contribution matching. The annual base compensation range for this California position is expected to be between \$65,000 and \$75,000. Placement within the salary range depends upon a number of factors including years of experience and professional skills required for this role. Additional compensation may include a discretionary bonus, health and welfare benefits, PTO, leave, paid holidays and retirement plan benefits.

At Farella, we recognize that the contributions, individuality and diversity of all our professionals are key to the firm's success and meeting the needs of our clients. And like our clients, we value attributes such as enthusiasm, character, and high ethical standards. In fact, these are core qualities in all the individuals who come to work with us—and in all those with whom you will work! The longevity of those in all positions at the firm speaks to the warm, collegial, professional and rewarding environment at the firm. Farella has for many years been named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*. In 2026, we ranked 2<sup>nd</sup> place in our size companies. We are ranked on the Best Midsize Law Firm to Work For in the United States list by Vault.

## **Who We Are:**

Farella Braun + Martel is a leading Northern California law firm representing corporate and private clients in sophisticated business transactions and complex commercial, civil and criminal litigation. Clients seek our imaginative legal solutions and the dynamism and intellectual creativity of our lawyers. We are headquartered in San Francisco and maintain an office in the Napa Valley that is focused on the wine industry.

Farella's commitment to supporting the industries of Northern California and our entrepreneurial responsiveness to the regional demands have driven our growth and evolution. Nimbleness and opportunistic management have propelled our success for over 60 years. From trial prowess in high-stakes litigation to utility-scale renewable energy project development and complex



transactional expertise, Farella's clients rely on and appreciate our fierce focus on client service and high-quality work.

### **Commitment to Diversity, Equality + Inclusion**

We strive to ensure that everyone working at Farella feels like they belong. To that end, our recruiting, retention and practice development programs welcome, support and promote the interests of women, families and people of all ethnicities and sexual orientations. At Farella, we are committed to diversity, both as an ethical ideal and as a business imperative.

### **Our Commitment to the Community in Which We Live and Work**

Since our inception over 60 years ago, Farella Braun + Martel has actively participated in our local communities. Through pro bono work, charitable giving, and participation in charitable and civic organizations, we have strived to honor our core principle of giving back to the community. We annually participate in firmwide community service events including Rebuilding Together San Francisco, BASF's Head Start Holiday Gift Program, BASF's Food from the Bar Campaign benefiting the SF/Marin Food Bank, and Chapter One Online Literacy Tutoring Program with local elementary schools.

### **Recognition**

Farella has received industry and peer recognition equal to any firm in the country. Our attorneys include fellows of the American College of Trial Lawyers, American College of Appellate Lawyers, American College of Environmental Lawyers, American College of Coverage Counsel, College of Labor & Employment Lawyers, and American College of Investment Counsel. Farella has been named among *Law360's* California Powerhouses, featured on the *National Law Journal's* Midsize Hot List and is named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*.

### **Green Business**

Farella Braun + Martel became the first major law firm in San Francisco to obtain certification as a green business from the San Francisco Green Business Program in 2006. The program recognized the firm for meeting its stringent environmental standards. We received our fifth Green Business certification in 2024.



*Farella is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, change of sex or transgender status, genetic information or any other basis protected by federal, state or local law.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

*Farella is an Equal Opportunity Employer*