

Senior Staff Accountant

HSML is a growing Intellectual Property law firm in downtown Minneapolis that serves the needs of a broad spectrum of businesses and individuals from all over the world. Our client base includes individual inventors, emerging companies, large corporations, governmental bodies, and academic institutions across a diverse range of technologies and legal needs.

As a valued member of our Accounting Department, the selected candidate will have knowledge of Generally Accepted Accounting Principles. A two- or four-year Accounting degree is preferred, but not required. Mandarin language skills are a plus, but not required.

Duties for this position include:

- Processing payroll (semi-monthly);
- Preparing and filing semi-monthly, monthly, quarterly, and annual payroll tax payments and payroll tax returns.
- Invoicing clients – on demand, monthly, and pre-payment (paper and electronic);
- Processing, reconciling, and resolving issues regarding daily cash receipts, accounts payable, and accounts receivable (including making cash flow decisions, replenishing account balances, posting and balancing entries ensuring full billable amounts captured);
- Preparing financial reports, especially financial statements and data for annual corporate income taxation purposes, and for banks and other financial lenders;
- Registering company and collecting/paying sales taxes in states where appropriate, and preparing, filing and maintaining records of state sales/use tax filings on monthly, quarterly, annual basis;
- Preparing weekly, monthly and quarterly management reports;
- Handling monthly expense recording and CLE recording;
- Analyzing firm departmental data to compile annual firm budget.
- Responding to client inquiries and special client requests (compiling monthly spreadsheets per client requests);
- Performing ad-hoc financial/accounting analysis and other accounting/financial job related duties as assigned.

SKILLS:

Must be detail oriented, analytical, have strong computer skills, and be a self-starter. Problem solving, editing/proofreading abilities, strong organizational skills, and effective time management are key to success in this position.

BENEFITS:

All HSML full-time employees are eligible for our complete employee benefits package which includes 401(k), health insurance, dental insurance, life insurance, short-term and long-term disability insurance, Health Savings Account or Flexible Spending Plan, parking allowance, paid time off, and holiday pay.

Send resume, cover letter, and salary requirements to Elaine Tinker at etinker@hsml.com.