

Legal Software Consultant

Accellis Technology Group, a leading business and technology consulting firm providing a comprehensive suite of products and services to the Legal Industry is looking to add high-quality talent to our consulting team at our Cleveland office.

Requirements:

- Experience in Accounting or Finance in a law firm or professional services partnership.
- 1-3 years experience as either a Paralegal or Software consultant preferred but not required.
- BS in Finance/Accounting or CPA preferred but not required.
- Excellent managerial, written/verbal communication and technical skills.
- Comfortable interacting with management-level executives and attorneys.

Primary duties and responsibilities:

- Provide direct support including project management, implementation, training, troubleshooting, configuration & maintenance for one or more of the following systems (the right individual will be provided with advanced training to support these applications):
 - PCLaw / Billing Matters
 - Amicus Accounting
 - Timeslips
 - Quickbooks
 - Tabs3
- Analyze legal accounting information including monthly, quarterly and annual consolidated and office financial statements, financial reports, account reconciliation and analyses and overhead allocations.
- Ensure accounting and company policies, procedures and programs are being followed.
- Maintain customer satisfaction and ongoing loyalty with existing accounts.
- Work closely with other members of the Technical Support team to ensure a well-coordinated implementation and support effort for Accellis products and services.

Accellis offers an excellent compensation plan including salary, performance bonuses and medical benefits. If you are a results-oriented professional looking for a rewarding career in a high-growth industry, send your resume to: hr@accellis.com.

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