

Accounts Payable Specialist

Location: Kansas City, MO

Baker Sterchi Cowden & Rice LLC, a civil defense litigation firm with more than 200 employees, is seeking an experienced Accounts Payable Specialist to join our Accounting Department in our Kansas City office. This position is responsible for processing vendor invoices and payments, maintaining accurate records, and supporting the firm's day-to-day accounts payable functions.

The ideal candidate is organized, detail-oriented, and dependable, with the ability to manage multiple priorities in a fast-paced environment. Strong communication and problem-solving skills, the ability to work effectively with attorneys, staff, and vendors, and comfort learning new technology are important for success in this role.

Prior accounts payable or related accounting experience is required. Experience in a law firm or other professional services environment is preferred.

Please email your resume to resumes@bakersterchi.com.

Duties and Responsibilities

- Review, code, and process vendor invoices, ensuring appropriate documentation, approvals, and accurate entry into the Firm's accounting system.
- Prepare and process checks, ACH transactions, and other approved electronic payments.
- Maintain accurate and organized vendor and accounts payable records, including W-9s, payment information, and supporting documentation.
- Respond to vendor inquiries, reconcile vendor statements, and research and resolve discrepancies involving invoices, payments, credits, and account balances.
- Monitor accounts payable aging and follow up on outstanding items as needed.
- Process employee expense reimbursements and assist with corporate credit card reconciliations, ensuring appropriate documentation, approvals, and coding in accordance with Firm policies.
- Assist with month-end and year-end accounts payable processes, including vendor reporting and 1099 preparation.
- Coordinate with attorneys and staff regarding invoice coding, approvals, expenses, and other accounts payable questions.
- Maintain the confidentiality of financial, employee, vendor, and Firm information.
- Assist with accounting projects, audits, reconciliations, and reporting as needed.
- Perform other accounting-related duties as assigned.

Baker Sterchi offers competitive compensation and comprehensive benefits, medical, dental, vision, basic and voluntary life insurance, long-term disability insurance, and 401K matching.

Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi is a civil defense litigation and trial law firm with offices in Missouri, Kansas, Illinois, Washington, Oregon and Wisconsin. The firm provides comprehensive legal services across a broad range of practice areas, including commercial and business litigation, construction, employment and labor, insurance coverage and defense, law enforcement and civil rights, government liability, medical malpractice, premises liability, product liability, professional and management liability, trial practice and consulting, and transportation litigation. With a team of attorneys who bring decades of courtroom experience, Baker Sterchi is widely recognized for its trial skills and commitment to client service. For more information, visit www.bakersterchi.com.