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Job Description

Job Title	Senior Staff Accountant
Location	New York, NY
Department	Accounting
Reports to	Accounting Supervisor
Exempt/Non-Exempt	Non-exempt
Work Schedule	Monday through Friday, 9:30 am to 5:30 p.m. (additional hours will be required).
Position Summary	The Senior Accountant will assist the Accounting Department in accurately reporting the monthly results and departmental reporting of the Firm.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Reconcile the sub ledger to the General Ledger daily.• Ensure cash is completely and accurately reported daily.• Calculate and record reserve amounts for all offices monthly.• Ensure expenses are properly allocated to each department and office.• Prepare liquid asset ratio on a semi-annual basis.• Ensure timely and accurate financial statements and other financial reporting.• Prepare quarterly bank financial statements and related bank covenant calculations.• Assist with improving policies and procedures.• Coordinate interim and annual audit with Big 4 accounting firm.• Provide support to various departments and offices.• Oversee partnership accounting and allocation of earnings.• Analyze/review foreign currency translations.

- Development of key management reports.
- Prepare journal entries and analyze monthly results.
- Prepare balance sheet analysis and reconcile intercompany accounts with head office for select foreign offices.
- Reconcile domestic and foreign bank accounts.
- Prepare select firm-wide balance sheet account analysis.
- Special projects as assigned.
- Ad-hoc reporting as needed.

Qualifications/Position Requirements

- Excellent analytical skills.
- Strong communication and writing skills.
- Excellent interpersonal skills.
- Proficient in Microsoft Office including advanced Excel, PowerPoint and Word.
- Experience with financial statement preparation a plus.
- Knowledge of Aderant a plus.
- Strong computer skills.
- Ability to prioritize and meet conflicting deadlines.

Education and/or Experience

- Bachelor's degree in Accounting, Finance or related field.
- 3-5 years' experience in a similar position in a public or private firm.

Compensation

Davis Polk offers a competitive salary and benefits package.

To Apply

Send cover letter and resume to Amanda Parthenis, Senior Human Resources Specialist, amanda.parthenis@davispolk.com

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.