

LAW OFFICE ADMINISTRATOR

Position:

- Full-time, salary DOE, prior legal support experience preferred
- Provide payroll, accounting, personnel, facilities, and other administrative support for the law firm
- Other duties include support for attorneys and staff in their representation of clients

General office administrator responsibilities:

- Oversee all the accounting functions (billing, collections, A/P, A/R, payroll, and budgeting)
- Coordinate with the firm's CPA for financial assistance
- Maintain legal research and reference materials for office
- Prepare weekly and monthly financial reports and other reports as directed
- Prepare and submit required state and IRS filings (sales tax, FICA, state and federal unemployment, etc.)
- Oversee law firm employee benefits (enrollment, flex, HSA, retirement contributions, etc.)
- Train attorneys and support staff in office systems and procedures
- Assist as needed with meetings, teleconferences, and video conferences
- Recommend office efficiencies
- Maintain client database; investigate conflicts

General facilities responsibilities:

- Research, recommend, purchase, and maintain office equipment, computer systems, furniture, and supplies
- Work with all vendors, like building equipment, software, hardware, custodial, snow removal, telephone, technology, HVAC, electrical, marketing

General personnel responsibilities:

- Perform all human resource functions
- Lead monthly staff meetings
- Ensure compliance with federal regulations as needed (FMLA, FLSA)
- Recommend employee policies
- Ensure employee compliance with firm policies
- Monitor staff workflow

- Assist with recruitment of staff: prepare position descriptions, advertisements, and interview candidates
- Serve as employee advocate within parameters of firm policies

Frequently used office technology:

Avaya phone system; Microsoft Windows 10; Microsoft Office; Adobe Acrobat; Business-grade printer/scanner/copiers; Worldox document management; Juris Time-Keeping; Olympia dictation system.

To Apply:

Applications available at <https://bantzlaw.com/careers>. Send cover letter, application, and resume, including work and salary history, to attorneys@bantzlaw.com. Any offer of employment contingent on results of background check.

Closing Date:

Applications will be immediately considered. Position will remain open until filled.

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