

Accountant needed for Dale Woodard Gent McFate Law Firm located in Franklin, Pennsylvania. Duties include general journal entries, processing payroll including quarterly filings, preparation of monthly financial reports and bank reconciliations, accounts payable and daily deposits. Additional duties include generating client invoices, revising time entries, maintaining computerized client files and additional duties as assigned. Prior work experience in accounting is required. This can be either full time or part time with possible flexible work schedule. Please email resume, letter of introduction and salary requirements to wood@dwgmlaw.com.