

The State Bar of Michigan is seeking an accounts receivable/banking specialist. This position processes cash receipts and assists with license fee and new member processing, and State Bar of Michigan and section event processing. Event processing includes event set-up, registrations, cancellations and correspondence. This position processes banking deposits, transfers between accounts, and reporting and reconciliation of monthly bank accounts and statements. Further duties include research and resolution of routine or non-routine problems, and communication with internal and external customers. This position is the primary point of contact with financial institutions.

**Minimum Position Guidelines (Education, Experience, Knowledge Skills, and Abilities):**

- High school diploma required; associates degree preferred
- Five years of related work experience required
- Accounting software experience required; GP Dynamics accounting software experience preferred
- Knowledge of membership software preferred
- Knowledge of accounting terminology and practices required
- Knowledge of general record keeping and filing systems required
- Knowledge of spreadsheets and database software required
- Ability to reconcile and/or balance financial transactions and accounts
- Ability to compare data from a variety of sources for accuracy and completeness
- Ability to work under stressful conditions, meet schedules and deadlines
- Ability to communicate effectively
- Ability to meet department standards regarding job knowledge, quality, efficiency, initiative, teamwork, customer service, and overall performance.

How to apply: Please send resume and cover letter to [employment@michbar.org](mailto:employment@michbar.org)

The State Bar of Michigan is an equal opportunity employer.