

Accounts Payable Specialist

Fresno Office



Opportunity

We currently have an opening in our Fresno office for an Accounts Payable Specialist with 3+ years' experience and will provide high-level support and function within our Finance Department and throughout the firm. The ideal candidate will have a minimum of an Associate's Degree in accounting or related field or equivalent related experience.

Excellent interpersonal skills, a positive attitude, and attention to detail a good sense of humor are essential to success.

Responsibilities:

- Analyze, code, and prepare accounts payable invoices for payment.
- Process weekly check run.
- Sort and file all accounts payable records.
- Set up new vendors in the accounting system.
- Prepare and distribute annual 1099 forms.
- Other duties as assigned.

Connect

We invite interested applicants to learn more on our website: lozanosmith.com/careers. Please send a cover letter and resume to jobs@lozanosmith.com.

Focus on You

We invite you to check out Lozano Smith, California's premier public agency law firm. You'll find a place where people can thrive and grow both personally and professionally. Along the way, you'll discover a team that is connected and fulfilled by the work they do. Join the journey – it is rewarding each and every day.

Focus on Schools and Communities

Partnering with school districts, community colleges, cities, counties and all types of public agencies is at the core of what we do. Our 30+ year commitment has positively impacted countless students and communities throughout California.

Spotlight on Culture

- Mentoring Program
- Professional Development Opportunities
- Child-Friendly Business Award Winner
- Blue Hat Project: Community Engagement Program
- No Jerks Rule

Diversity, Equity and Inclusion

Lozano Smith values diversity, and this is evident in the composition of our team.

- 74% of recently hired employees are female
- 46% of partner attorneys are female
- 65% of associate attorneys are female
- 38% of attorneys identify as a minority
- 51% of associates identify as a minority
- 50% of recently hired employees identify as a minority