

# Accounting Specialist

## Fresno Office



### Opportunity

Join our dynamic team at Lozano Smith as an Accounting Specialist! Your primary responsibilities will include processing and managing client accounts receivable, handling day-to-day accounting tasks, and supporting month-end closing procedures.

At Lozano Smith, we value our employees and offer a supportive, collaborative environment where you can grow and thrive. Be part of a team that is committed to excellence and making a difference.

#### Key Responsibilities:

- Manage and track outstanding invoices to optimize cash flow and ensure timely payments.
- Monitor accounts receivable aging reports and follow up on past due accounts.
- Process daily deposits, including incoming checks and resolving discrepancies.
- Handle firm's credit card transactions, ensuring proper coding and client charges.
- Monitor and report Partner expenditures.

#### Qualifications:

- Associates degree in accounting or related field; Bachelor's degree preferred
- Minimum of 3 years of experience in general accounting

### 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
- Collaborative Environment
- No Jerks Rule

#### Diversity, Equity, and Inclusion

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

- 75% of recently hired employees are female
- 57% of recently hired employees identify as a person of color
- 45% of our employees identify as a person of color
- 51% of partner attorneys are female.
- 59% of attorneys are female
- 65% of associate attorneys are female

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### Connect

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

### Salary

\$45,000 – \$70,000 /year

Lozano Smith is committed to giving all employees the opportunity to experience meaningful, impactful work and the support needed to grow. We consider a variety of factors, including skills, qualifications, and experience, among others. We provide competitive salary, benefits, and bonus programs.

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