



Office Manager Responsibilities:

#1 Elder Law Firm on Long Island seeking an office manager to assist COO with day to day operations of firm. Minimum 3-5 years' experience in a law firm environment.

Staff members “own” their positions at Genser Cona and are 100% responsible for their own work and you will have autonomy and independence while being part of a collaborative team.

You will get an opportunity to learn and grow with a great firm. You will hone your skills and learn new skills for growth and promotion and opportunities abound to learn more and earn more. Plus you will make an impact on the job and in the community at Genser Cona where charitable efforts are part of the fabric of the firm.

You should have experience in:

Operations & Employee Management (primary responsibility)

- HR – new employee onboarding, employee annual reviews,
- Recruiting
- Employee Benefits-
- Retirement Plan Enrollments & Distributions
- Facilities management
- IT Management-
- Employee Wellness & Training
- Project Management

Financial Management - as needed support to Finance Department

- Account Payables via Quick Books
- Prepare & Send New Client Retainers & Follow-up on outstanding Retainers
- New Matter Setup
- Financial Reporting
- Client Disbursements
- Employee Expense Reimbursements

- IOLA

Billing & Collections –as needed

- Assist Controller with Weekly Billing Cycle- From Pre-Bills to Final Billing invoices
- Support Collection process. Send out Demand Letters

Genser Cona Elder Law Benefits:

Competitive salary (based on experience)

Choice of health plans with employer contribution

401(k) plan with employer profit sharing

Generous PTO

Perks:

Flexible schedules

Work/life balance

State-of-the art gym with free membership

Charitable events and community involvement

Paid time for employer-sponsored volunteer work

Social events, Family centric

If you are interested in a career at Genser Cona Elder Law please submit your resume to Julie.Wyetzner@genserlaw.com

Salary commensurate with experience.