

## Current Openings

Our team of attorneys and staff members are passionate about delivering exceptional legal services to our clients, and we are always on the lookout for talented professionals who are seeking a supportive, collaborative, and challenging work environment.

### Recruiting Contact

**Steven T. Seguin**

CHIEF OPERATING OFFICER

O: 503.243.1645

[sseguin@sussmanshank.com](mailto:sseguin@sussmanshank.com)

### Accounting Clerk

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Our firm is seeking a dedicated and detail-oriented Accounting Clerk to join our team. The ideal candidate will have at least two years of experience in a related role and demonstrate strong communication skills, a proactive work ethic, and a collaborative mindset. We're looking for a responsible self-starter with exceptional attention to detail who thrives in a team environment.

Specific job related functions and responsibilities include:

#### **ACCOUNTS PAYABLE**

- Process invoices
  - Date stamp, code, and enter in Accounting System for payment
  - Process and file daily and weekly checks
- Post recurring Journal Entries and miscellaneous expenses
- Balance bank account spreadsheet to daily recap and Accounting System
- Process expense reimbursements
- Match and process credit card charges
- Review account activity as requested
- Procure parking or transportation passes as needed
- Enter miscellaneous expenses (postage)
- Compile vendor W-9s and prepare 1099's
- Prepare and process bar dues (annually)

#### **BILLING**



- Import costs into Accounting System
- Process daily deposit as needed

#### **MONTH END CLOSING**

- Produce, distribute and file monthly management reports
- Compile and send AR/TK reports to attorneys and paralegals

#### **TASKS AS REQUESTED BY ACCOUNTING MANAGER**

#### **Contact:**

Steven T. Seguin, Chief Operating Officer  
[sseguin@sussmanshank.com](mailto:sseguin@sussmanshank.com)

### **Experienced Litigation Attorney**

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Sussman Shank LLP is seeking a lateral litigation attorney to join our team. We invite applications from experienced business litigation attorneys (portable book of business a plus) who are eager to contribute to the ongoing growth and success of our firm.

#### **Applicants should have:**

- Significant experience drafting pleadings, handling discovery
- Outstanding written and oral advocacy skills
- Admitted to the Oregon State Bar, Washington State Bar a plus
- Willingness to travel as needed for court appearances, deposition appearances, and client meetings
- Strong academic credentials
- Strong work ethic
- Excellent attention to detail

#### **Please address cover letters and resumes to:**

Steven T. Seguin, Chief Operating Officer  
[sseguin@sussmanshank.com](mailto:sseguin@sussmanshank.com) | 503.227.1111

#### **Sussman Shank LLP:**

- Competitive Benefits and Compensation
- Ranked one of the 100 Best Companies to Work for in Oregon, for 19 years
- Ranked as one of the Oregon's 100 Best Green Companies to Work For
- Equal Opportunity Employer committed to diversity and inclusion