

## **Position Description**

Position: Accounting Clerk

Department: Finance

Reports to: Senior Director of Finance and Operations

### **ABOUT DRI**

DRI is the leading organization of defense attorneys and in-house counsel. Membership in DRI provides access to resources and tools for attorneys who strive to provide high-quality, balanced and excellent service to their clients and corporations. DRI is host to 29 substantive committees whose focus is to develop ongoing and critical dialogue about areas of practice. DRI provides access to resources and tools to grow your practice – members can search a database of more than 65,000 experts, attend renowned CLE seminars, conferences and webcasts, network with 20,000+ like-minded defense practitioners and more.

### **POSITION SUMMARY**

The Accounting Clerk is a full-time position that reports to the Senior Director of Finance and Operations. The Accounting Clerk is responsible for day-to-day accounting functions of DRI (a 501(c)(6) organization).

### **KEY RESPONSIBILITIES**

Key duties and responsibilities include, but are not limited to:

- Completing accounting functions and systems, including accounts payable, accounts receivable, and cash receipts and ensure the timely processing of all payments.
- Process monthly bank reconciliations, transfers, deposits, etc. Assist with cash receipts and cash disbursements.
- Work closely with department providing support with strategies for growth.
- Maintains confidentiality and consistently personifies high ethical practices and integrity.
- Support accounting, general ledger and operations functions, ensuring that systems are in place to guarantee timeliness and accuracy;
- Utilize technology to optimize all reporting and analytical functions;
- Assist in budget process for all programs with management team
- Other duties as assigned

### **QUALIFICATIONS**

- A positive attitude and an earnest interest in providing quality customer service to all stakeholders
- Ability to maintain healthy interpersonal relationships
- Experience of organizational finance a plus
- 0-2 years' of accounting experience
- B.S./B.A. in accounting
- Strong organizational skills and the ability to handle multiple projects
- C.P.A. a plus
- Experience with SAGE Intact a plus
- Experience with Ramp a plus

#### WORKING CONDITIONS

- This position works 37.5 hours per week Monday through Friday around core business hours
- Some travel may be required
- Must be able to lift 15 pounds at times
- This is a hybrid position, with a full-time employee working 37.5 hours per week Monday through Friday in Chicago, which currently includes three (3) office days per week, with Tuesday and Wednesdays as a mandatory office days.

#### EQUAL OPPORTUNITY EMPLOYER

DRI provides equal employment opportunity without regard to race, color, creed, gender and gender identity or expression, age, mental or physical disability, medical condition, including pregnancy and childbirth, religion, national origin, marital status, sexual orientation, ancestry, genetic information, political belief or activity, veteran or military discharge status, or any other basis protected by local, state or federal law and regulations under Title VII.

The policy applies to all employment practices, including but not limited to recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

#### BENEFITS

Salary Range: \$55,000 - \$62,000

- Life Insurance
- Medical Insurance
- PPO/HRA, PPO/HSA, Prescription Drug Program, HMO, and Prescription Drug Copay are available
- Dental Insurance
- Vision Insurance
- Short-Term and Long-Term Disability
- Work/Life Balance Program
- Identity Theft Insurance
- Up to 15 vacation days per year, which accrue monthly
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year

*Updated: January 2026*