



Account Setup Specialist

KWA is currently looking for highly motivated Account Setup Specialist who enjoy working in a progressive-minded value-driven organization. We are looking for candidates with excellent organization and communications skills who are goal-oriented. Have the ability to prioritize conflicting demands, takes initiative, outstanding interpersonal skills with the ability to work in a group and independently with a multitude of personalities. The primary responsibility is setting up new accounts. Some of the other responsibilities of account setup include.

- Enter and maintain existing accounts within system
- Monitor intake of accounts received both digitally and physically
- Perform pre-legal review for new accounts
- Review legal documents with attorneys when necessary
- Monitor several email inboxes
- Assist Client Services team
- Ability to work with little supervision
- Attention to detail
- Ability to multi-task
- Excellent organizational skills
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

MISC

- Regular, dependable attendance and punctuality with reliable transportation.
- Good computer skills, and typing skills are needed.
- Hours 8:00am -5:00pm M-F with the ability to flex your schedule.
- Casual dress
- Paid time off (PTO): 1st year 2 weeks, 2nd year 3 weeks with a max of 5 weeks.
- 9 paid holidays
- Earn incentives through monthly contests.

Great work environment and attractive benefits package including health, FSA, HSA, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.