



## Opening for a Full-time OTA Specialist

Gross Polowy LLC, an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented. Experience in legal, mortgage, accounting and/or high volume office is necessary.

Our Accounting department is looking for an Over The Allowable (OTA) Specialist to obtain fee approvals and correspond with inter-office attorneys as part of the essential job duties!

Ideal candidates should have excellent and professional verbal communication and client interpersonal skills; solid computer skills and keyboarding skills, strong time management skills, strong comprehension and problem solving skills, high level of proven confidentiality and be self-motivated.

### **JOB DUTIES/RESPONSIBILITIES**

Obtain fee approval for fees that are Over the Allowable (OTA)  
Review and follow up for fee approval requests in client systems  
Run Client steps and message reports from client systems daily  
Dispute any client fee denials received  
Correspond with inter office attorneys to obtain specific hourly breakdowns for work to be completed  
Additional duties as assigned and/or as business needs dictate

### **EXPERIENCE LEVEL & BEHAVIOR**

1 – 2 years of office experience but willing to consider less experience  
Able and willing to bring questions and/or concerns to direct Manager  
Demonstrates positive behavior plus excellent communication to Manager, Attorneys of the firm, co-workers, other departments and clients

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

Solid computer skills and accurate keyboarding skills  
Strong organizational skills and attention to detail  
Strong time management skills  
Strong comprehension and problem solving skills, with the ability to think analytically  
Self-motivated and proactive individual that can work independently  
Ability to work in a team environment to meet changing priorities and deadlines, as needed

### **EDUCATION**

High School diploma necessary, Associates preferred

### **PHYSICAL REQUIREMENTS**

Remaining in a stationary position, sitting for prolonged periods at a desk and working on a computer with dual monitors.  
Prolonged periods of keyboarding; repeating motions including wrists, hands and fingers.  
Must be able to lift 10 pounds at times.