



Gross Polowy LLC

Team Member Opening: Over the Allowable (OTA) Specialist  
Department: Accounting  
Reports to: Jennifer McFarland, Manager  
Location: Williamsville, NY (hybrid after initial training)

### **About Gross Polowy:**

As a two-time recipient of New York State's "Best & Brightest Companies to Work For", a seven-time winner of "Best Places to Work" and a two-time winner of "Healthiest Employers" by the Buffalo Business First journal, Gross Polowy prides itself on being a people-first, employer of choice. Established in 2011, our practice is focused in the financial services and real estate industry. Through multiple offices across our geographic footprint, our attorneys and legal professionals work as one team, at our best each day, toward the shared goal of "Achieving Greatness in All We Do." As a culture, we are consciously committed to the communities in which we live and work and provide support to a variety of local charitable organizations.

### **You'll Thrive Here If:**

If you are a well-rounded, results driven, ambitious, and highly motivated individual who enjoys rolling up their sleeves to add value to shared goals, you'll thrive at GP.

### **About the Role:**

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.

### **Duties:**

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



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**Knowledge, Skills + Abilities:**

1 – 2 years of office experience but willing to consider less experience

Demonstrates positive behavior plus excellent communication to Manager, Attorneys of the firm, co-workers, other departments and clients

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

**Compensation Range: \$19.00 - \$21.00/hour**

\*Base pay offered will vary by candidate and is based on various individual factors including but not limited to: market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits). If offered, details of participation in these benefit plans will be provided if a candidate receives an offer of employment.