



Eastburn and Gray, PC

Attorneys at Law

Eastburn and Gray, a long-established law firm with offices in Bucks, Montgomery, and Lehigh counties, is seeking a full time Estate Administrator / Paralegal for the firm's Estate Planning practice group. This position can be based from any of the firm's three office locations but will have to report to the firm's Doylestown office for onsite training and various meetings throughout the year.

The primary responsibility of the position will be to provide support for attorneys in the Estate Planning practice group. The work is varied, exciting and professionally rewarding. A desire to work with others collaboratively is essential. This position performs a broad range of administrative, paralegal, document processing, and other related support.

Duties include:

- Maintain financial records for use in preparation of tax returns and accountings
- Assist with preparation of tax returns, including Federal Estate Tax Returns, PA Inheritance Tax Returns, Federal Gift Tax Returns, Individual and Fiduciary Income Tax Returns; NJ tax experience a plus
- Assist with all aspects of estate and trust administration
- Preparation of agreements and/or filings for informal or formal settlement of accounts for estates and trusts
- Organize and maintain extensive files for high net worth individuals and related estates and trusts
- Effectively work with attorneys/paralegals/accountants, including communicating regularly regarding status of projects, pointing out issues and tracking deadlines
- Effectively communicate with banks, investment firms and clients
- Assist with miscellaneous projects assigned by attorney
- Perform any and all other duties as necessary for the efficient functioning of the practice group
- Practice and foster an atmosphere of teamwork and cooperation
- Legal and other research
- Provide a high level of client service to clients
- Word processing and time entry

Position Requirements:

- Paralegal training or paralegal certificate preferred
- Knowledge of accounting and tax programs a plus (Lackner, ProSystem fx Tax, One Source)
- Must be able to handle a large volume of cases; work independently with minimal supervision; shift priorities as needed and work well with other staff
- A desire to work in a small, suburban law firm setting
- Ability to work effectively in a fast-paced, robust, but relaxed environment
- Strong communication and interpersonal skills
- Intermediate to advanced level skills in Microsoft Word, Outlook, Excel

- Qualified candidates must possess a minimum of 8 years' experience working in a law firm setting
- Strong legal research, computer, and internet skills
- Excellent proofreading and grammar
- Detail oriented
- Strong organizational skills to maintain files, coordinate schedules, and track a variety of data
- Independent individual with a willingness to learn/acquire new skills
- Ability to maintain confidential information
- Ability to think critically and analytically in a pressured environment

Firm Information:

The tradition of excellence at the law firm of Eastburn and Gray, P.C. began over 145 years ago and continues today. With law offices in Doylestown (Bucks County), Blue Bell (Montgomery County) and Bethlehem (Lehigh County), our experienced attorneys provide high quality legal services throughout Pennsylvania and New Jersey. As a full service firm, Eastburn and Gray attorneys practice in diverse areas of the law, effectively meeting the needs of the firm's clients. To learn more about our firm, our practice areas and our attorneys, please visit our website: www.eastburngray.com.

Eastburn and Gray, PC is committed to providing equal employment opportunities for all individuals without regard to race, sex, age, religion, disability, handicap, creed, color, national origin, marital status, sexual orientation, disability, veteran status, gender identity, genetic information, or any other legally protected status.

Interested candidates should send a resume and salary requirements to Nancy Gimbol, Director of Firm Administration, ngimbol@eastburngray.com.