

Careers

Why Fross Zelnick?

Diversity is Our Reality.

In some workplaces, diversity is a checkbox—a requirement to be met mechanically, soullessly, and nothing more. But at Fross Zelnick, diversity is our identity.

- Fross welcomes, celebrates, and includes every community.
- Women and members of the LGBTQ+ community have been an integral part of our firm's executive committee for 30 years.

[More](#)

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- Women and members of the LGBTQ+ community have been an integral part of our firm's executive committee for 30 years.
- Half our partners and over half of our associates are women; Asian, African American, Caucasian and Latinx professionals are all represented in our firm.
- Our professional staff are led by dedicated and diverse senior managers in *all* departments; paralegal services, accounting and finance, payroll, people operations and benefits, marketing, and business development.

We achieved these results by hiring the best talent—people with passion for their work. Diversity followed as a natural consequence.

Fross Zelnick's diversity committee safeguards this tradition. As a sign of its importance to us, the committee is led by an equity partner—a rare arrangement among our peers. She is committed to ensuring that our history as a haven for diverse professionals will endure.

We Invest in You.

Whether you join Fross Zelnick as an associate, a paralegal, or a member of our professional staff, you are making a commitment to us.

We would like to return the investment.

We offer professional and talent development for *all* attorneys as well as for our professional staff—another rare benefit we offer that differentiates us among our peers.

Our firm is dedicated and focused on helping you become extraordinary at your job. Our professional and talent development staff will help you expand your capabilities, and, if necessary, help you refocus your role to best suit your strengths.

We are Your People.

In any workplace, there are the intangibles. The way colleagues treat you. Whether anyone hears your concerns. A sense of community and purpose.

At our firm, you'll feel the difference. We have always hired the best talent—people with passion for their work. This uncommon denominator has made our firm into more than just a well-managed team. We're a community. A family.

Our culture is the product of a unique alchemy, blending a dedication to the highest standard of work, diverse viewpoints that are registered and recognized, and investment in each other's success.

If working at Fross Zelnick sounds like the pleasure and the privilege we know it to be, contact us about any of the roles listed below.

Or just contact us to learn more about Fross. As you can see, what we have built here, together, is one of our favorite subjects.

Job Openings

Attorneys

Trademark Attorney

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Professional Staff

Accounts Receivable Collection Specialist

Fross Zelnick seeks an experienced, motivated accounting professional for collection of client Accounts Receivable and other client-related tasks. Reporting to the AR Collections Supervisor, this key role is responsible for the critical function of cash collection, along with 3 peers in the same role. We are looking for a detail-oriented, target driven, team player, experienced in dealing with all collections aspects while still being polite, professional and maintaining a customer service approach. This position is much more than "just a Collector", as it is an integral part of the department with regular involvement with the Cash Application and Billing teams.

Responsibilities

- Continuously work with clients and attorneys to obtain payment of outstanding Accounts Receivable;
send clients reminder statements and copies of unpaid invoices; consistent and persistent follow up
- Conduct bi-monthly individual AR review meetings with each assigned partner.
- Answer internal and external inquiries from attorneys, staff and clients.
- Work independently to prepare analyses (at times complex) of client transactions (unpaid balances and invoices, billing and payment histories, cash applications, retainers, etc.).

- Work closely with Cash Application team to identify unidentified payments, research and resolve unapplied credits and review/approve client refunds.

Work closely with the Billing Team on invoicing questions.

Requirements

- Bachelor's degree in Accounting.
Minimum of:
4 years in a law firm accounting department is required.
4 years in a business-to-business AR Collection role is required.
Aderant experience is a plus.
- MUST have a polite, pleasant and calm demeanor, be both soft-spoken and well-spoken with excellent verbal and written communication skills; superb interpersonal skills with the ability to maintain good working relationships with others and interact with clients, employees, professionals at all levels; cooperative attitude and team player.
- Self-motivated, proactive, exceptional work ethic, deadline-oriented, with the ability to work well under pressure, prioritize and multi-task while ensuring the highest levels of accuracy and quality.
- Very strong Excel skills with the ability to prepare complex analyses.
- The ability to see beyond AR Collections per se, to understand the entire life-cycle of all client-related transactions.
- Ability to handle confidential information sensitively and discreetly.
- Willingness to work hours as required to complete the essential duties of this position.

This position is non-exempt, overtime is paid.

In-office attendance policy is one day weekly (Thursdays).

Salary range \$60-\$70k.

Paralegal Apprentice

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