**TRUSTS & ESTATES PARALEGAL**

**Ganz Law Group, LLC  
Natick, MA**

Ganz Law Group, LLC is seeking an experienced and self- directed Trusts and Estates Paralegal to join our boutique firm dedicated to providing superior service to our clients. The Paralegal will draft and interpret legal documents and tax returns as well as work closely with clients and external professionals to effectively manage estate and trust administration matters.

**Responsibilities:**

* Administer estates from start to finish;
* Administer trusts including document preparation, filings, and distributions;
* Prepare estate and fiduciary tax returns with attorney oversight;
* Submit timely filings to various agencies and track deadlines;
* Prepare and file probate court and trust related documents;
* Prepare probate and trust accountings;
* Communicate with clients, beneficiaries and third parties in a timely, efficient manner;
* Record billable time daily, edit draft invoices and pay balances from managed funds;
* Update and organize electronic and physical files;
* Organize, scan, copy, and fax legal documents.

The ideal candidate has: a Bachelor’s degree in accounting, finance or equivalent experience, 2-3 years of T&E paralegal experience (preferably in a law firm), proficiency in Office 365 and Adobe Pro DC, some experience with tax and accounting preparation software, strong organizational skills and attention to detail, the ability to prioritize and plan tasks, a professional attitude, confidentiality, discretion, and excellent written and verbal communication skills.

**Please send resume to:**

Perry Ganz

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