Zahn Law Global, LLP
Global Thinkers Trusted Advisors

Job Title:	**Legal Billing & Operations Coordinator** (with Additional Administrative Duties)
Location:	Midtown East
Reports to:	Finance Committee & COO
Status:	Non-exempt, part-time (with potential to go full-time), in-office Tuesdays, Wednesdays, Thursdays (10 a.m. – 5 p.m.)
Salary:	$30 per hour

Position Summary:

We are seeking a highly organized and detail-oriented **Legal Billing Coordinator** to support our team with both financial and administrative tasks.

The ideal candidate will have a minimum of 5 years of bookkeeping experience, with strong proficiency in a time entry platform such as Lean Law, QuickBooks, Microsoft Excel, PowerPoint, and Word. Mandarin speaking and writing skills are a plus.

Key Responsibilities:

Bookkeeping & Finance Support

- Manage day-to-day bookkeeping tasks using QuickBooks
- Prepare and send client invoices accurately and on schedule
- Monitor accounts receivable and follow up on outstanding payments
- Assist with billing processes and expense tracking
- Review and edit pre-bills in a timely manner
- Submit invoices through electronic billing systems (Lean Law)
- Handle billing discrepancies or disputes
- Communicate with attorneys regarding time entries and billing matters
- Manage client billing guidelines and ensure compliance
- Report on billing metrics for management

Time Entry & Administrative Coordination:

- Enter and maintain attorney and staff time records in Lean Law to ensure accuracy and timeliness
- Conduct periodic reviews of time entries to verify billing integrity and compliance
- Support attorneys and staff with questions related to timekeeping or billing entries

Client Onboarding & Relationship Support:

- Oversee the administrative aspects of new client onboarding, including collecting client confidential information, setting up new matters in Lean Law, QuickBooks and the firm's client Shared Drive
- Coordinate with attorneys to finalize and send out engagement letters via DocuSign and retainer requests via Lean Law
- Ensure all required client documentation is complete, accurate, and properly filed
- Communicate with clients to facilitate a smooth onboarding experience and address initial billing or administrative questions
- Maintain accurate records of client data and billing arrangements

Scheduling & Office Support:

- Schedule and coordinate internal and external calls, meetings, and Zoom calls for the Partners and the COO
- Maintain shared calendars and ensure timely communication of meeting logistics
- Provide administrative support to firm leadership as needed

Qualifications:

- Minimum 5 years of bookkeeping experience, preferably in a professional services or legal environment
- Intermediate knowledge of Lean Law, QuickBooks, Excel, PowerPoint and WORD.
- Exceptional attention to detail and strong organizational skills
- Ability to handle sensitive information with discretion
- Professional demeanor and excellent communication skills
- Self-starter who can work independently and manage multiple priorities

Education:

- Associate degree required; four-year degree preferred

How to Apply:

Please send your resume, a cover letter and writing samples to **HR@zahnlawglobal.com** with the subject line: Legal Billing & Operations Coordinator