Zahn Law Global, LLP
Global Thinkers Trusted Advisors

Job Title: Legal Billing Coordinator (Part-Time – Upper East Side, NYC)
Reports to: Finance Department
Status: Non- exempt, part-time

Hours: In office Tuesdays, Wednesdays, Thursdays (10 a.m. – 5 p.m.)
(This is not a hybrid or remote role)

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 **Lean Law, QuickBooks, Microsoft Excel, PowerPoint,** and **Word**. Strong **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
- Reviewing and editing pre-bills in a timely manner
- Submitting invoices through electronic billing systems (Lean Law)
- Handling billing discrepancies or disputes
- Communicating with attorneys about time entries and billing matters
- Managing client billing guidelines and ensuring compliance
- Reporting on billing metrics for management

Qualifications:

- Minimum 5 years of bookkeeping experience, preferably in a professional services or legal environment
- Advanced knowledge of **Lean Law, QuickBooks, Excel**, and proficiency in **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, four-year degree is a plus

How to Apply:

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