

Lynch Dallas Legal

Job Title: Financial & Operations Coordinator

Reports To: Director of Operations

Status: Full-Time, Non-Exempt

Position Summary

The Financial & Operations Coordinator supports the Director of Operations and plays a key role in managing the firm's billing, accounting, and operational workflows. This position is primarily responsible for legal billing and financial processes while also providing administrative and operational support to help the firm operate efficiently. The ideal candidate is detail-oriented, deadline-driven, proactive, and comfortable working in a fast-paced legal environment where accuracy and confidentiality are essential.

Key Responsibilities

Billing and Financial Support

- Manage the full legal billing cycle, including time entry review, pre-bill editing, final invoice preparation, and monthly invoice submissions.
- Ensure billing accuracy, investigate and resolve discrepancies, comply with client guidelines, confirm proper LEDES formatting, and facilitate timely delivery.
- Process trust account transactions, deposits, disbursements, and reconciliations in accordance with applicable trust-accounting requirements and firm procedures.
- Handle accounts payable and accounts receivable, including vendor payments, reimbursements, and client deposits.
- Reconcile firm credit card statements and support financial close processes, including annual 1099s and audit documentation.
- Maintain financial procedures and support continuous improvement of billing and accounting workflows.

Operations and Administrative Support

- Manage office supplies, vendor relationships, equipment maintenance, and general office operations.
- Support employee onboarding, including systems setup, access permissions, and training coordination.
- Assist with workflow optimization, process improvements, and project coordination for the firm.
- Serve as a backup for payroll processing and assist with other operational and administrative functions as assigned.

Required Qualifications

- Five or more years of experience in accounting, billing, finance, legal operations, or a related business function.
- Proficiency with Microsoft Office, including strong Excel skills.
- Strong analytical, organizational, and problem-solving abilities with exceptional attention to detail.

Lynch Dallas Legal

- Effective communication skills and the ability to manage multiple priorities in a deadline-driven environment.
- Ability to maintain confidentiality and handle sensitive financial and client information.
- Associate's degree in business, accounting, or a related field, or an equivalent combination of education and relevant experience.

Preferred Experience and Skills

- Experience working in a law firm, corporate legal department, or professional services environment.
- Experience with law firm accounting, billing, or practice management software.
- Familiarity with legal billing systems, LEDES billing, e-billing platforms, and client billing guidelines.
- Knowledge of trust accounting principles and related compliance requirements.
- Experience improving workflows, coordinating projects, and supporting operational initiatives.

Position Type/Expected Hours of Work

This is a full-time, non-exempt position scheduled for 40 hours per week. Regular work hours will be established between 7:30 am and 5:00 pm, Monday through Friday. Occasional overtime may be required based on business needs and must be authorized by the employee's supervisor. Because the position regularly handles confidential information and provides on-site operational support, regular on-site attendance is required, and the position is not eligible for remote work.

Work Environment

This position primarily involves sedentary work and prolonged computer use. Occasional standing, walking, bending, reaching, filing, and lifting of office materials may be required.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Disclaimer

The above job description is designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Employment at Lynch Dallas Legal is at will and may be terminated by either party at any time for any lawful reason with or without cause or notice.

Lynch Dallas Legal is an Equal Opportunity Employer