

Lynch Dallas Legal

Job Title: Accounting & Billing Coordinator

Reports To: Director of Operations

Status: Full-Time, Non-Exempt

Work Location: On-Site

Position Summary

Lynch Dallas Legal is seeking a dependable, detail-oriented Accounting & Billing Coordinator who takes pride in accuracy, organization, and getting things done.

This is a hands-on position responsible for completing daily and monthly billing, accounting, and administrative tasks that keep our firm running smoothly. Success requires someone who enjoys working with numbers, following established procedures, meeting deadlines, and ensuring details don't fall through the cracks.

The ideal candidate is thorough, organized, and comfortable working independently while communicating confidently with attorneys, staff, and vendors. This position is well suited for someone who finds satisfaction in completing work accurately, consistently, and on time.

Key Responsibilities

Billing and Accounting

- Complete the firm's monthly billing cycle, including reviewing time entries, preparing invoices, making corrections, and submitting client bills.
- Verify billing accuracy, investigate discrepancies, and follow through to resolve issues.
- Process accounts payable and accounts receivable, including vendor invoices, payments, reimbursements, and client deposits.
- Record and reconcile client trust account transactions according to established firm procedures and applicable requirements.
- Reconcile credit card statements and maintain accurate financial records.
- Assist with year-end accounting tasks, including 1099 preparation.
- Serve as a backup for payroll processing, ensuring accuracy and timely completion.
- Maintain organized, accurate, and up-to-date billing and accounting records.

Office and Administrative Support

- Order office supplies, coordinate equipment maintenance, and communicate with vendors.
- Complete assigned employee onboarding tasks, including coordinating system access and preparing necessary supplies.
- Maintain accurate records and follow established office procedures.
- Perform additional administrative tasks as assigned by the Director of Operations.

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What It Takes to Be Successful

We're looking for someone who:

- **Values accuracy.** Takes pride in getting the details right and double-checking work before it's complete.
- **Enjoys hands-on work.** Finds satisfaction in completing recurring tasks, maintaining organized records, and keeping things on track.
- **Follows through.** Takes ownership of responsibilities and consistently meets deadlines without frequent reminders.
- **Appreciates structure.** Is comfortable following established procedures and understands the importance of consistency.
- **Communicates confidently.** Is comfortable asking questions, following up, and addressing discrepancies directly and professionally, including with attorneys.
- **Stays organized under pressure.** Prioritizes daily responsibilities and completes work accurately when multiple deadlines overlap.
- **Respects confidentiality.** Handles sensitive financial, employee, and client information with discretion.

Qualifications

Required

- Experience in accounting, bookkeeping, billing, or a related administrative financial role.
- Strong attention to detail and demonstrated ability to maintain accurate records.
- Proficiency with Microsoft Office, particularly Excel.
- Ability to complete tasks, meet deadlines, follow procedures, and work independently.
- Strong organizational skills and professional communication.
- Associate degree in accounting, business, or a related field, or equivalent relevant experience.

Preferred

- Experience in a law firm or other professional services environment.
- Familiarity with accounts payable, accounts receivable, reconciliations, and payroll.
- Experience using accounting or billing software.
- Familiarity with legal billing processes and client trust accounts.

Previous law firm experience is helpful but not required. Training will be provided on firm-specific systems, billing requirements, and procedures.

Position Type & Schedule

This is a full-time, non-exempt position, scheduled for 40 hours per week, Monday through Friday. Regular work hours will be established between 7:30 a.m. and 5:00 p.m. Occasional overtime may be required with supervisor approval.

Regular on-site attendance is required. This position is not eligible for remote work.

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

Disclaimer

This job description outlines the general nature and responsibilities of the position and is not an exhaustive list of duties. Additional responsibilities may be assigned as needed.

Employment with 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