

## **Billing Coordinator**

Johnston, Kinney & Zulaica LLP (“JKZ”) is a boutique San Francisco financial district law firm whose mission is to provide thoughtful and practical solutions to support and protect our clients through life’s challenges. We are a women and minority-owned law firm that currently has 13 attorneys. Our practice areas are estate planning, trust administration, probate and family law. We also specialize in international estate planning, tax, probate and trust administration for high wealth clients, including a significant portfolio of multinational clients in the UK, Mexico, and Central and South America. JKZ attorneys have made significant contributions to the development of LGBT estate planning and family law. We work every day to cultivate trusted relationships with our clients, our employees and our community.

JKZ is currently looking for a full-time (40 hours) non-exempt Billing Coordinator to join our Accounting Department. The successful candidate must have 2+ years of recent law firm billing experience. The Billing Coordinator is responsible for the completion of all facets of the client invoicing and collections process and will work with the Accounting Manager and the Partners in the preparation and processing of timely and high-quality invoices, as well as monitoring and following up on outstanding receivables. The Billing Coordinator will be involved with complex billing matters and related requests. Opportunities to expand responsibilities and progress within the firm may be available for the motivated candidate. In addition, the Billing Coordinator may be assigned other finance related activities (e.g. timesheet weekly report review, preparation of daily collections report and other related duties).

### **Qualifications:**

- A bachelor’s degree in Accounting, Finance, or Business is preferred, although not required;
- At least 2 years of previous law firm billing experience, including experience with law firm billing software and client management software;
- Outstanding customer service demeanor;
- Proficient in the MS Office Suite with an emphasis on Word, Excel and Outlook;
- Solid command of English including excellent spelling, grammar, punctuation, form and style;
- Organized and detail oriented; and
- Be able to communicate clearly and work well with a team and on your own.

In addition to a competitive compensation and bonus programs, JKZ also offers medical, dental and vision insurance, disability and life insurance, 401k and Profit Sharing Plan, Commuter Check subsidy combined with pre-tax transit deduction benefit, FSA for Healthcare and Dependent Care, PTO and 10 paid holidays. We also offer paid State Bar and BASF dues for attorneys and paralegals, as well as paid Continuing Legal Education study. Snacks and catered staff and attorney meetings are also a plus! We sponsor quarterly happy hours and firm-wide volunteer days.