GDLSK
GRUNFELD DESIDERIO LEBOWITZ
SILVERMAN & KLESTADT LLP

NEW YORK
WASHINGTON, DC
MILWAUKEE
LOS ANGELES
HONG KONG

Job Description

Job Title: Legal Billing Specialist

Location: New York, NY

Terms: Full-Time / On-Site

Salary/rate: $65,000 - $72,000

About us:	Grunfeld, Desiderio, Lebowitz, Silverman & Klestadt LLP is one of the nation's largest law firms devoted exclusively to international trade and customs matters. The firm represents a wide variety of clients, ranging from privately held companies to Fortune 100 corporations engaged in the manufacture and distribution of textiles, consumer electronics, foodstuffs, computer and telecommunications equipment, pharmaceuticals, chemicals, automotive products, steel, wearing apparel, agricultural products and a host of other consumer and industrial products.
Essential Functions:	• Create new client matters in accounting software • Edit time entries and ensure time is entered for the correct client • Enter client costs • Prepare draft invoices for attorney review, make requested changes to time entries, and send final bills to clients • Create and send reminder statements to clients and follow up on open invoices
Candidate Qualifications:	• 1-3 years of billing or account receivable experience, ideally in a law firm or professional services environment • Proficiency in legal billing software, Microsoft Office and e-billing platforms • Accuracy in calculations, invoice preparation, and compliance with client guidelines • Accounting, finance, or business administration degree or equivalent related experience preferred
Benefits:	• Comprehensive medical, dental, and vision insurance • 401(k) retirement plan with employer contribution • Paid time off and firm holidays • Life and disability insurance • Professional development opportunities
Compensation:	The salary range for the position is $65,000 up to $72,000 and is determined based on the candidate's qualifications and experience.

Interested candidates should send resume and cover letter, with salary requirements, to **careers@gdlsk.com**

GDLSK is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other status protected by applicable federal, state, or local law.

GDLSK provides reasonable accommodation for qualified individuals with disabilities. If you need an accommodation to complete the application process, please contact careers@gdlsk.com.

15439018_1