FULL-TIME BILLING CLERK

An opportunity exists at Sulloway & Hollis, PLLC, one of New Hampshire’s largest and most prominent law firms, for a full-time Billing Clerk in its busy billing department.

The applicant must be well-organized, with strong attention to detail, have the ability to work independently and have a minimum of two to four years’ hands on experience in the processing of legal bills, both paper and electronic. May also perform a variety of other accounting and bookkeeping duties according to established policies and procedures to include maintaining contact with attorneys, staff, vendors and clients and observer confidentiality of clients and firm matters.

To qualify, applicant must possess a working knowledge of Microsoft word and excel. Experience with a variety of e-billing companies a plus. Strong math skills and a working knowledge of basic accounting preferable.

We offer competitive salaries, commensurate with experience, an excellent benefits package and a cohesive team atmosphere.

Qualified applicants should submit resume and cover letter to Jennifer L. Iacopino, Human Resources Administrator at hr@sulloway.com.