

McCarthy Law, LLC
461 Main St, East Greenwich, RI
401-541-5540

McCarthy Law is an established, small, but rapidly growing firm located in downtown East Greenwich, dedicated to providing comprehensive legal services to our clients in matters related to estate planning, elder care law, probate, guardianship, and residential real estate transactions. Our team is committed to delivering personalized attention and tailored solutions to meet the unique needs of each client. We are a female-founded firm and are known in the area for our welcoming environment and compassionate approach.

We are seeking a detail-oriented and organized Part-Time Billing Assistant to join our team. The ideal candidate will assist in managing client billing and accounts receivable. This role requires precision and the ability to handle confidential information with discretion.

Responsibilities:

- Prepare and send out accurate billing statements to clients
- Process payments and update client accounts
- Follow up on overdue accounts and manage collections appropriately
- Maintain accurate and up-to-date billing files and reports
- Collaborate with attorneys and administrative staff to ensure billing accuracy
- Handle client inquiries regarding billing issues and resolve them promptly
- Other duties as assigned

Requirements:

- High school diploma required; associate degree or higher in Accounting or related field preferred
- Proven experience in billing or a similar role; experience in a law firm is a plus
- Experience with trust accounting is preferred
- Strong organizational and time-management skills
- Excellent attention to detail and the ability to work with a high level of accuracy
- Proficient in Microsoft Office Suite, especially Excel. Experience with legal billing software is preferred
- Strong communication skills and a professional demeanor
- Must be comfortable managing tasks and meeting deadlines with little supervision
- Ability to handle sensitive information with integrity and confidentiality
- Lead with empathy and compassion, while maintaining professionalism

Benefits:

- Competitive salary commensurate with experience
- Opportunities for professional development
- Supportive work environment with a collaborative team culture

The position may be remote or in-person at our East Greenwich, Rhode Island office. Approximately 15-20 hours per week. Specific hours and days are flexible and can be discussed upon hiring.

We offer a friendly work environment with a respect for work-life balance. In return, we expect our employees to be professional, hard-working, and kind individuals who take ownership of their role and their contribution to the overall success of the team and the firm.