

T E N E N B A U M

L A W G R O U P P L L C

Senior Accounting Specialist (Legal Operations)

Tenenbaum Law Group PLLC (TLG) is a seven-attorney (soon to be, eight-attorney), nationally recognized, boutique law firm based in downtown Washington, DC. Founded in January 2020, TLG has experienced consistent growth, and our financial operations continue to become more complex – and more critical. We are seeking a Senior Accounting Specialist (Legal Operations) to join our practice, which focuses on the representation of nonprofit organizations. The firm serves as outside counsel to hundreds of nonprofits across the United States and around the world.

TLG brings decades of Big Law experience with the efficiency, responsiveness, and personalized service of a boutique firm. We focus on practical, impactful solutions; thoughtful advocacy; and a deep understanding of the nonprofit sector and best practices. Our team takes our work – but not ourselves – very seriously, and we are passionate about helping our clients achieve their missions and goals.

While our day-to-day operations are fully remote, team members are welcome to work from our downtown DC office as desired. We also gather in person several times a year for training, collaboration, firm events, and fun – because we believe that strong personal connections and shared experiences make for a better work environment.

About the Role

We are looking for a Senior Accounting Specialist (Legal Operations) to take ownership of our core accounting workflows including billing, accounts receivable/payable, and trust (IOLTA) management in support of TLG's continued growth.

This is a full-time, salaried, and non-exempt position. The ideal candidate will have at least three to five years of experience managing the full life cycle of financial operations within a law firm. This role is perfect for someone who is not only highly detail-oriented, but also motivated to strengthen systems, improve consistency, and build more scalable processes over time.

Our typical work hours are Monday to Friday, 9 a.m. to 6 p.m. ET with one hour for lunch. While we will be flexible for the right candidate, preference may be given to applicants based in the Washington, DC metropolitan area.

What You'll Do

You'll be responsible for TLG's day-to-day internal financial operations, in partnership with internal firm leadership and external accounting support, ensuring our billing, trust accounting, and financial workflows run smoothly and in compliance with legal requirements.

Billing and Revenue Cycle

- Manage full-cycle billing in Clio Manage
- Generate, review, and finalize invoices with partner input
- Monitor billing workflows and identify opportunities for improvement

Accounts Receivable and Collections

- Match bank deposits and other receipts to open client invoices, recording the receipts in Clio Manage
- Own aging invoices and collections follow-up
- Identify and escalate issues early

Accounts Payable

- Process vendor payments and manage select vendors
- Partner with leadership on payment timing and priorities

Trust/IOLTA Accounting

- Maintain accurate trust records and ensure compliance with applicable requirements
- Manage retainers, disbursements, and transfers
- Strengthen processes as trust activity grows in volume and complexity

External Accounting Coordination

- Prepare clean, organized financial data for our external CPA firm
- Support reconciliation and reporting processes

Over time, this role may expand to include:

- Greater involvement in financial reporting and analysis
- Budgeting and forecasting support
- Process ownership across broader financial operations
- Payroll

What We're Looking for

We are looking for someone who combines precision in execution with a strong sense of ownership and accountability.

Required:

- Bachelor's degree (e.g., Accounting or Finance)
- Experience in law firm accounting or bookkeeping (three to five years, preferred)
- Extensive and hands-on experience with Clio Manage
- Strong understanding of billing, AR/AP workflows, and financial operations
- High attention to detail and follow-through

- Ability to work independently and collaboratively in a remote, dynamic, and collegial team environment

Strongly Preferred:

- Experience with trust/IOLTA accounting
- Familiarity with Bill.com, QuickBooks, and Office 365

How You Work

- You take ownership and follow through without close oversight
- You are highly organized and process-driven
- You're comfortable in an environment where processes are still evolving
- You spot issues early – and bring solutions, not just problems
- You communicate clearly with attorneys, leadership, and external partners

We value experience, potential, and perspective. If you meet most qualifications and believe you're a great fit for this role, we encourage you to apply and tell us why.

Compensation and Benefits

- Salary range: \$80,000–\$100,000 annually, depending on experience, skills, location, and job-related qualifications
- Potential for performance-based annual bonus
- Employee health, dental, and vision insurance with up to 100% premium coverage
- 401(k) plan with employer 4% match and profit sharing (eligibility begins after one year)
- Unlimited PTO (and we actually encourage you to use it)
- Paid federal holidays
- Firm-issued laptop and peripheral equipment (e.g., a monitor, docking station, headphones, etc.) as needed
- Periodic firm-sponsored team gatherings in Washington, DC
- Benefits are subject to eligibility requirements and may be modified in accordance with applicable law

Website: www.TenenbaumLegal.com

How to apply:

Please submit a **cover letter and resume** via:

- LinkedIn job posting: [Click Here](#); or
- Email to info@TenenbaumLegal.com

Please note that due to the high volume of applications received, Tenenbaum Law Group PLLC is not able to respond to all applications and/or inquiries.