

We're moving.....

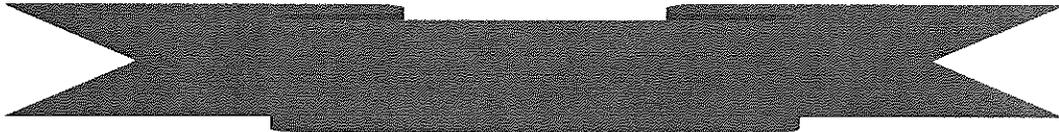
Effective March 29, 2017
the new Lampe Law Office location will be:

THE LAMPE LAW OFFICE, LLC
9277 Centre Pointe Drive, Suite 100
West Chester, Ohio 45069
513-889-0400 (phone)
513-889-0600 (fax)

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Effective April 1, 2017
the new Conese Law Office location will be:

CONESE LAW OFFICE
633 High Street, Suite 102
Hamilton, OH 45011
513-737-7044 (phone)



Law Office of Joshua Gunsher, LTD
Now hiring
Part time legal billing clerk
(see details on next page)

LAW OFFICE OF JOSHUA GUNSHER, LTD.



1251 NILLES ROAD, SUITE 15
FAIRFIELD, OHIO 45014

LEGAL BILLING CLERK
(PART-TIME)

POSITION SUMMARY:

- Enter billing and payment transactions.
- Record all client expenses in the Firm's billing software.
- Produce draft and final invoices.
- Mail billing invoices to clients (generally not more than bimonthly).
- Process client payments, including credit card and online payments.
- Contact clients regarding invoice balances and replenishing retainers.
- Research and answer billing questions from attorneys, staff, and clients.
- Document payments to vendors.
- Prepare internal billing reports.
- Other related assignments, as required.

QUALIFICATIONS:

- 1 - 2 years of law firm billing experience.
- Knowledge of Clio preferred.
- Ability to adhere to strict confidentiality requirements.

THE LAW OFFICE OF JOSHUA GUNSHER, LTD., IS A SMALL BUT GROWING BOUTIQUE LAW FIRM FOCUSED ON TRUSTS AND ESTATES, REAL ESTATE, AND ASSOCIATED LITIGATION. WE ARE LOCATED IN FAIRFIELD, OHIO.

THIS IS A PART-TIME POSITION.

PLEASE PDF ONLY YOUR COVER LETTER AND RESUME TO INFO@GUNSHERLAW.COM. PLEASE DO NOT CALL OR EMAIL THE FIRM REGARDING THE POSITION. ELIGIBLE CANDIDATES WILL BE CONTACTED TO SCHEDULE AN INTERVIEW.