

**Performance Profile:** Law Firm Bookkeeper

**Location:** Sacramento, CA

**Employment Type:** Full-Time

### **About Peebles Bergin Schulte & Robinson LLP**

Peebles Bergin Schulte & Robinson LLP is a national law firm dedicated to representing Native American tribes and tribally owned enterprises. Our Sacramento office serves as an operational hub for our six offices nationwide.

### **Role Purpose**

The Bookkeeper plays a crucial role in ensuring the Firm's financial systems run smoothly, accurately, and in full compliance with legal and ethical requirements—especially around client trust accounting. Success in this role enables leadership to make informed decisions, ensures clients are billed accurately and on time, and supports the financial health of all offices.

### **Top 3–5 Performance Objectives** (What Success Looks Like)

1. Maintain 100% Accuracy in Trust Accounting (IOLTA) Within the First 90 Days
  - Fully manage trust deposits, disbursements, and reconciliations.
  - Ensure trust records are audit-ready and compliant with all bar rules.
  - Quickly implement or refine processes that prevent errors or commingling.
2. Own the Firm's Billing and AP/AR Cycle by Month 3
  - Oversee all invoicing with accuracy, timeliness, and professional communication.
  - Resolve billing questions proactively with attorneys and staff.
  - Maintain consistent cash flow through diligent follow-up on receivables.
3. Complete Monthly Bank and Credit Card Reconciliations by the 10th of Each Month
  - Produce thorough, on-time reconciliations without outstanding or unexplained items.
  - Elevate discrepancies quickly to the Firm Administrator or Managing Partner.
4. Deliver Reliable Monthly and Quarterly Financial Reporting
  - Provide clean, clearly organized data to leadership and the external CPA.
  - Support budgeting, forecasting, and decision-making with accurate financials.
5. Strengthen Vendor, Staff, and Internal Relationships
  - Ensure vendors are paid timely and records are organized.
  - Process employee reimbursements quickly and professionally.
  - Maintain a reputation for being responsive, dependable, and discreet.

### **Key Competencies Needed for Success**

- Precision & Compliance Mindset – Upholds high standards for accuracy and confidentiality.
- Ownership & Accountability – Takes responsibility for the full financial workflow with minimal supervision.
- Systems Fluency – Comfortable using and learning accounting and practice-management platforms (QuickBooks Online and Clio preferred).
- Professional Communication – Communicates clearly with attorneys, staff, vendors,

and clients.

- **Deadline & Workflow Management** – Prioritizes effectively in a fast-paced professional services environment.

### **Experience & Knowledge Requirements**

- **Minimum three (3) years** of bookkeeping experience.
- **Prior law firm experience**—including trust accounting—is strongly preferred.
- Proficiency with QuickBooks Online (QBO); Clio experience preferred.
- Solid understanding of general accounting principles.

### **Compensation & Benefits**

- Hourly Range: \$30–\$45 DOE
- Robust benefits package including paid time off, medical/dental/vision coverage, and retirement plan options.

### **Tribal Preference**

In accordance with applicable federal and tribal laws, preference in hiring will be given to qualified applicants who are enrolled citizens of federally recognized tribes.

### **Equal Employment Opportunity Statement**

Peebles Bergin Schulte & Robinson LLP is an Equal Employment Opportunity employer. We do not discriminate based on any protected characteristic under applicable law.

### **How to Apply**

Please submit your resume and a cover letter outlining your interest and qualifications to Laila Sanousi at [lsanousi@ndnlaw.com](mailto:lsanousi@ndnlaw.com)