



POSITION

Legal Bookkeeper



ROLE

Responsible for performing general accounting and various settlement duties on behalf of the firm.



SALARY RANGE*

Negotiable



LOCATION

Paducah, Kentucky

FIRM

Flint Cooper is a preeminent litigation firm managing a diverse portfolio of multibillion-dollar cases. Co-led by founding members Ethan Flint and Jeff Cooper, both world-renowned for their accomplishments litigating asbestos-related cases and Fifth Amendment federal takings cases, Flint Cooper boasts a national presence and the ability to file lawsuits and try cases anywhere. With offices in Edwardsville and Chicago, Illinois; Paducah, Kentucky; and Dallas, Texas, Flint Cooper handles catastrophic personal injury and product liability cases, litigates cases involving terminal illnesses and currently represents the largest contingent of plaintiffs with claims against the federal government than any single firm in the country.

CULTURE

For over 30 years, the attorneys at Flint Cooper have represented clients nationwide and across borders, handling cases involving serious personal injury, wrongful death, exposure to toxic chemicals and defective or dangerous products. Representing shared values around client commitment and reputational excellence, Flint Cooper firmly believes in tailoring its legal services to fit the individual needs of each client, not the other way around. Flint Cooper's deep well of experience, intellectual power and untouchable track record make it the best counsel and advocates to have in any claimant's corner.

RESPONSIBILITIES

- Perform general accounting duties.
- Assist in the preparation and distribution of settlement statements.
- Communicate with clients, defendants and co-counsel regarding case and settlement details.
- Manage, organize and maintain documents in paper or electronic filing systems.
- Implement, and improve upon, administrative processes for more efficient workflow.
- Perform other related duties, as assigned to meet the needs of the firm.

QUALIFICATIONS

- Associate's degree or five-plus (5+) years of relevant work experience required; ABA paralegal certification or ACP certification preferred.
- Prior legal experience in a fast-paced and high-pressure environment preferred.
- Strong technology skills, computer application knowledge and proficiency in Microsoft Office Suite products required; previous QuickBooks experience preferred.
- Ability to create and complete electronic templates and forms required.
- Strong interpersonal skills, including verbal and written communication, collaboration and confidentiality required.
- Strong project management, organizational, time management skills and attention to detail required.

COMPENSATION

Flint Cooper recognizes and rewards team impact in innovative and competitive ways. Career satisfaction is paramount at Flint Cooper, which is why learning and development are as equally important as its compensation package. Through a combination of salary, bonus opportunities, flexible schedules and non-monetary awards and benefits, Flint Cooper supports its team as they strive to achieve personal and professional goals.

*Commensurate with qualifications.