



Finance and Client Technology Coordinator

Position Details

Date of issue: March, 2026

Position number: 00010210

Department and Campus: Maine School of Law, The Maine Center

Workplace Location: Office

Collective Bargaining Unit (CBU): Universities of Maine Professional Staff Association (UMPSA)

Job family and Wage grade: 11, 04

Essential Employee: No

Fair Labor Standards Act (FLSA): Exempt

Primary Purpose of Position

The Finance and Client Technology Coordinator plays a critical role in ensuring the efficient and effective operation of the Law School's clinical programs. Reporting to the Operations Manager and supporting the Director of Clinics at Maine Law, this position requires a proactive individual with strong problem solving skills, exceptional capacity for prioritization and task management, aptitude for managing competing demands in a deadline-driven environment, financial acumen, and a commitment to supporting the Clinic's mission to train the next generation of lawyers by promoting access to justice while meeting the acute needs of vulnerable communities.

The position will be responsible for a wide range of duties, including strategic planning support, financial analysis, and coordination of operational functions. Additionally, this role serves as the finance and technology coordinator for both the law firm function and the academic department function of the Clinics, supporting faculty and student attorneys each semester.

Primary Responsibilities

Financial Analysis and Payroll

- **Budgeting and Operations:** Assume primary responsibility for the financial operations of the Law School Clinics, including budget monitoring and reconciliation, in consultation with the Director and Operations Manager. This



includes overseeing all budget planning and fiscal management, drafting budget statements, and tracking revenue and expenditures.

- **Expense Management:** Process reimbursements for clinic-related expenses for clinical faculty, students, staff, and clients, ensuring accuracy and adherence to university policies. Prepare and reconcile expense reports utilizing Concur or other relevant software.
- **Accounts and Billing:** Maintain and reconcile the Clinic's client checking accounts and Interest on Lawyers' Trust Accounts (IOLTA).
- **Vendor Relations:** Liaise with the Law School Operations and Business Office to onboard vendors and process payments for all clinic-related vendors.
- **Payroll:** Responsible for setting up payroll for all students within the Clinics with the University system and ensuring timely payment.

Technology and Systems Management

- **IT Oversight:** Manage all technology (including remote systems) that supports the Clinic, assessing legal software, hardware, and database needs.
- **Database Administration:** Administer and maintain complex legal databases and associated software, collaborating with a network of legal aid organizations' database managers to ensure effective case management. Assist in developing customized reports to enable Clinic staff and faculty to obtain detailed data and metrics.
- **Legal Tech Administration:** Manages the e-filing infrastructure for the Clinics at Maine Law. This includes serving as the primary account administrator, troubleshooting technical submission issues, and providing guidance to staff and student attorneys on proper e-filing protocols.
- **ADA Title II:** Integrate accessibility best practices and assist in ensuring all communications and documents meet ADA Title II accessibility standards.
- **Semester Transitions:** Manage sensitive semester change activities three times per year to ensure a seamless transition for new clinic students.
- **Training:** Develop and conduct computer, network, and database training for new staff, student attorneys, and faculty at the beginning of each semester.

Compliance, Reporting and Grants

- **Grant Management:** Oversee reconciliation of financial details for outside grants and other outside funding, tracking data, reconciling grant budgets monthly, and preparing supporting financials for reports to funding organizations.



- **Regulatory Compliance:** Ensure that the clinics operate in compliance with all relevant ethical rules, professional standards, and university policies. Maintain accurate financial records and ensure compliance with client trust account (IOLTA) regulations.
- **Reporting:** Prepare financial reports for internal and external stakeholders, including the Law School administration, funding agencies, and accrediting bodies.

Operational and Administrative Support

- **Faculty and Student Support:** Serve as a primary point of contact for faculty regarding reimbursements and financial matters. Assist with providing high-level administrative support to faculty, students, and staff, as needed.
- **Staffing and Volunteers:** Co-coordinate with clinic staff, the supervision of student volunteers, including interviewing, hiring, training, and scheduling of 15+ work-study and volunteer students each semester.
- **Facilities:** Serve as contact and coordinator with Facilities Management or outside vendors for maintenance, repair issues, and renovation projects.
- **Records:** Responsible for the safe and orderly storage of all client records, assuring their confidentiality.
- **Intake coverage:** provide support and coverage for the front desk intake line.
- **Notary Public:** Responsible for obtaining and maintaining a Notary Public commission to support clinic operations.

Reporting Relationship

Reports to the Operations Manager for Maine Law's Clinics.

Minimum Qualifications

Education and Experience:

Bachelor's degree, plus 2-4 years of relevant experience, or a combination of education and experience. Prior experience in an administrative or management role, preferably in a legal, academic, or non-profit setting, is a plus.

Financial Expertise:

Strong understanding of financial management principles, including budgeting, accounting, and financial reporting. Experience with grant management and budgeting is preferred.



Technical Proficiency:

Comprehensive computer skills, including database software, Microsoft Office Suite, and G-Suite required. Proficiency in legal case management (e.g., Legal Server) and financial software (e.g., Concur) is preferred.

Key Skills:

- Excellent operational systems thinking skills with the ability to analyze complex processes and develop effective solutions.
- Strong organizational, time-management, and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work with diverse stakeholders and support an inclusive work environment.

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____