

**PONTIS COMMUNITY SERVICES**



**PCS eLearn**

# LEGAL BOOKKEEPING

Our legal bookkeeping course is designed to equip individuals with the specialized knowledge and skills needed to manage the financial records of law firms and legal practices. It goes beyond general bookkeeping principles to address the unique requirements and regulations governing legal finances.

## COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

LAW(B) 101 - Fundamentals of Bookkeeping (4 Weeks)

LAW(B) 105 - Legal-Specific Accounting(4 Weeks)

LAW(B) 110 - Trust Accounting (3 Weeks)

LAW(B) 120 - Time Billing and Expense Tracking (4 Weeks)

LAW(B) 125 - Legal Software and Tools (3 Weeks)

LAW(B) 130 - Compliance and Ethics (3 Weeks)

LAW(B) 135 - Financial Reporting and Analysis (3 Weeks)

TOTAL FOR COURSE COMPLETION - 24 WEEKS

# COURSE DESCRIPTIONS

**LAW(B) 101 - Fundamentals of Bookkeeping (4 Weeks)** - A review of basic accounting principles, including double-entry bookkeeping, chart of accounts, and financial statements (balance sheets, income statements, cash flow statements).

**LAW(B) 105 - Legal-Specific Accounting (4 Weeks)** - This section delves into the nuances of legal accounting, such as trust accounting, IOLTA accounts (Interest on Lawyers' Trust Accounts), and handling client funds.

**LAW(B) 110 - Trust Accounting (3 Weeks)** - A deep dive into the rules and procedures for managing client funds held in trust, ensuring compliance with ethical and legal obligations. This includes record-keeping, reconciliation, and reporting requirements.

**LAW(B) 120 - Time Billing and Expense Tracking (4 Weeks)** - Learning how to accurately track billable hours, generate invoices, and manage expenses specific to legal cases and client matters.

**LAW(B) 125 - Legal Software and Tools (3 Weeks)** - Familiarization with accounting software commonly used in law firms, such as Clio, QuickBooks Online, or specialized legal billing and practice management systems.

**LAW(B) 130 - Compliance and Ethics (3 Weeks)** - Understanding the legal and ethical responsibilities of legal bookkeepers, including confidentiality, record retention, and adherence to professional standards.

**LAW(B) 135 - Financial Reporting and Analysis (3 Weeks)** - Preparing and interpreting financial reports for law firms, including analyzing profitability, cash flow, and other key financial metrics.