

BILLING SERVICES COORDINATOR

Non-Exempt, full-time, on-site position

Schedule 8:30 am-5 pm with occasional later shift on a rotating basis for coverage

Billing Specialist reports to the Accounting Supervisor and Director of Accounting and Finance and closely works with the Senior Billing Services Coordinator on all the billing needs and functions of the firm; assists personnel inside and outside the department in solving all accounting-related issues.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Prepare bills using Elite 3E billing software.
- Prepare electronic bills to clients via their designated electronic billing systems utilizing eBillingHub.
- Work with LEDES files and electronic billing on multiple platforms.
- Submit timekeepers and rates for client approval as needed.
- Verify transmission of e-bills and maintain files.
- Resolve issues arising from transmitted bills (rejections, deductions).
- Respond to client and attorney billing inquiries.
- Support and train other billers as needed.
- Work directly with Accounting staff to ensure client payments are properly applied to outstanding invoices.
- Assist with other accounting duties as needed.

REQUIREMENTS:

- 2+ years of billing experience, preferably at a law firm.
- Experience with Elite 3E software helpful.
- Strong interpersonal skills; able to work well with all levels of law firm personnel.
- Strong customer service skills required.
- Able to work in a team environment, as well as independently.