

## JOB DESCRIPTION



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| Position Title: | Billing Specialist            | Department: | Accounting |
| Reports to:     | Director of Client Accounting | FLSA:       | Non-Exempt |

**Overall Objective of the Position:**

Performs a variety of professional and technical tasks to assist and support the firm's Accounting Department, staff and attorneys as needed, according to established policies and procedures with an emphasis using appropriate computer systems and software applications to address needs relating to accounting and billing functions, office facilities, filing, and other tasks.

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| <b>Qualifications:</b> | <ul style="list-style-type: none"><li>• Team player with subordinates, peers and supervisors</li><li>• Ability to coordinate and work together with other employees</li><li>• Able to handle stress and high pressure situations</li><li>• Able to prioritize tasks and perform under tight deadlines</li><li>• Excellent verbal and written communication and listening skills; prepares, edits and proofreads all written communications for context, grammar, typographic, punctuation and spelling errors without being instructed to do so.</li><li>• Produces accurate, well-presented and thorough written documents, electronic messages and reports</li><li>• Customer service attitude towards all staff including attorneys, paralegals and assistants when asked to help out with a matter or perform a specific task for any department</li><li>• Extreme attention to detail is required</li><li>• Awareness and understanding of firm policies and procedures</li><li>• Ownership, accuracy and thoroughness of work product; work must be complete and organized</li><li>• Understand goals and needs of attorneys and accounting department; handle multiple responsibilities effectively</li><li>• Follow directions; ask questions and understand work procedures.</li><li>• Reliable for accurate and timely completion of tasks and ensures final work product is to department standards and guidelines</li><li>• Knowledge of a broad variety of information technology software systems and programs used in the firm</li></ul> |
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| <p><b>Job Functions at the request of attorneys, staff and/or managers:</b></p> | <ol style="list-style-type: none"> <li>1. Prepare proformas as requested by attorneys utilizing accounting software.</li> <li>2. Perform all necessary edits to proformas as needed to produce bills utilizing accounting software.</li> <li>3. Ability to prepare and send electronic bills, utilizing accounting software and outside electronic billing systems; ability to trouble-shoot problems with electronic bills and contact outside services for assistance if necessary.</li> <li>4. Ability to make necessary changes to client and matter master files, enter time and costs and enter credits into billing system.</li> <li>5. Ability to enter cash receipts into system and assist Director with collections utilizing Aderant Collections module.</li> <li>6. Ability to interact with attorneys, secretaries and clients with billing inquiries and questions and have knowledge of the inquiry system in the accounting software to respond to billing inquiries and questions.</li> <li>7. Prepare and distribute any reports related to billing and special inquiries as directed by attorneys or accounting department managers.</li> <li>8. Assisting Director and managers in the Accounting Department with any other duties as requested.</li> </ol> |
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**PRE-REQUISITE KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to read, write and perform arithmetic computations at a level normally acquired through a Bachelor's degree.
- Minimum of two years on the job experience in order to gain expertise needed to do substantive legal support work.
- Ability to organize and prioritize numerous tasks and complete them under time constraints with minimal supervision; ability to draft emails and forms using proper grammar, punctuation and spelling.
- Ability to respond to requests requiring analysis of client and matter information and other basic financial analysis.
- Interpersonal skills necessary in order to communicate in person, by e-mail and telephone and follow instructions effectively from a diverse group of attorneys, clients and staff and to provide information with courtesy and tact.
- Work occasionally requires a high level of mental effort and strain when performing a high volume of clerical tasks and performing other essential duties.
- Work occasionally requires more that 37.5 or 40 hours per week to perform essential duties of position.
- Ability to manage confidential information, both within the firm and outside the firm. Must follow the firm's confidentiality policy, as well as internal accounting confidentiality policies.
- Ability to learn and develop basic skills with firm telephone system, email, document management system and other firm-related software as necessary.
- Ability to learn and develop basic skills in Excel, Word and other software as necessary to perform essential duties and other tasks assigned by Director of Client Accounting or Director of Financial Accounting.