



LEGAL BILLING COORDINATOR

SUMMARY:

Our company is searching for an experienced Billing Coordinator with legal billing and accounting experience. The ideal candidate will have legal billing experience in a mid-sized law firm. The Billing Coordinator will be responsible for managing day-to-day billing requirements for the Firm. The duties include editing and maintaining prebills, updating budgetary information, invoice submission, and other duties related to the submission of monthly billing. This position also helps with reception duties.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Determine correct application and input funds from wire transfers, bank deposits, ACH, EFT and credit card payments. Research overpayments and unapplied funds to determine proper application.
- Process draft invoices, finalize and transmit billing information in various forms (paper, electronic, e-billing, etc.)
- Respond to client and firm inquiries and requests for information regarding accounts receivable, cash receipt application, refund of overpayments and financial reports.
- Complete accounts receivable write-off requests insuring proper authorization and documentation.
- Complete audit letter requests
- Assist in and initiate client/attorney communication and written contact to effect timely collection of delinquent account and improved customer service.
- Prepare and distribute accounts receivable reports as required by Firm Management. Update collections database with comments and payment arrangements, monitor and follow-up.
- Respond to billing and account inquiries and coordinate resolution with managing attorney
- Part-time receptionist duties

JOB QUALIFICATIONS (EDUCATION, EXPERIENCE AND CERTIFICATION):

- 2-3 years of related accounting experience
- Fundamental knowledge of accounting software (TABS III preferred) and sound knowledge of intermediate accounting principles
- The ability to gather relevant information, interpret and evaluate the data, and make informed decisions. Develop sound, practical solutions and make timely decisions; provide creative solutions to difficult issues.
- Communicate clearly and coherently, interpreting information and adapting communication to suit particular situations and audience needs.
- Develop and maintain relationships with others, and to work with others toward a common goal by working cooperatively, developing positive relationships, and providing information and assistance willingly.
- Develop and apply comprehensive planning and organizing strategies to ensure projects are appropriately prioritized and resources are used effectively and efficiently.



- The ability to see opportunities to make improvements and independently choose strategies to achieve them; envisions new and innovative possibilities and acts on them independently to achieve benefits.
- Change directions quickly as workflow needs change, and to respond with flexibility to a changing work environment.
- Work in collaboration within a group to ensure that internal and external clients are satisfied; includes the desire to understand client concerns and build trust.
- The ability to quickly learn and integrate new technical skills and knowledge; seeks out avenues to enhance technical skills.
- Dependability, and the willingness to meet the requirements of the position, accepting a wide variety of assignments with a positive attitude and team spirit.
- Absolute confidentiality and discretion.

WORK ENVIRONMENT:

Professional office atmosphere. Sedentary work that primarily involves sitting for prolonged periods.

The work environment characteristics described here are representative of those this position may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Job Type: Full-time with occasional overtime; non-exempt

Pay: \$45,000 - \$55,000 DOE

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Dental insurance
- Disability insurance
- Employee assistance program
- Life insurance
- Paid time off
- Parking or light rail subsidy

Schedule:

- Monday to Friday; 8:30 am – 5:30 pm (flexible)

No agencies please. Send resume to CareerOpportunities@bfwlaw.com