

JOB DESCRIPTION

JOB TITLE: Accounting Billing Specialist

FLSA STATUS: Full Time, Non-Exempt

DEPARTMENT: Accounting

REPORTS TO: Director of Finance

SUMMARY: Performs a variety of advanced accounting and finance duties. Maintains positive contact with attorneys, support staff and clients; observes confidentiality of personnel and firm matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Billing

- Prepare, edit and send client invoices for assigned billing attorneys ensuring compliance with both firm and client billing guidelines.
- Prepare coded monthly fee write off report for assigned billing attorneys.
- Prepare accruals as requested by attorneys and clients.
- Prepare progress bills and historical bills as requested.
- Adhere to outside counsel billing guidelines, maintain attorney lists, rates, accruals and budgets as required by clients' e-billing systems.
- Onboarding clients to their specified e-billing systems, and maintaining and troubleshooting issues as they arise, ensuring successful submission of invoices that meet client billing guidelines.
- Promptly resolve billing issues as requested by client, attorneys and accounting staff.
- Assist with month end and year end closing procedures.
- Assist with preparation and distribution of month end financial reports.
- Review and analyze client trust balances and unapplied payments. Communicate with the attorney on such in a timely manner.
- Support and assist other accounting staff as necessary.
- Perform other miscellaneous duties as required or assigned.

ESSENTIAL COMPETENCIES AND SKILLS:

- Ability to work flexibly and proactively with minimal supervision.
- Detail oriented, professional attitude, reliable, well organized.
- Desire to learn and cross-train in various accounting functions.
- Superior communication skills.
- Ability to meet deadlines and follow through on assigned tasks.
- Good judgment and observance of confidential nature of all accounting records.
- Integrate with and support the entire accounting team.
- Proficient in Microsoft Office Suite, 10-key by touch, and other related software.
- Knowledge of SurePoint Financial Software or equivalent electronic law firm financial and accounting systems.

- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of four years of accounting experience in a law firm or other professional services setting.
- High School diploma or equivalent; college level accounting courses preferred.

SUPERVISORY RESPONSIBILITY: None

SALARY RANGE: The anticipated hourly salary wage range the Firm reasonably expects to pay candidates for the position of \$41.21 to \$52.20 (\$75,000 to \$95,000 annually). The final annual salary wage offered to a successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, and other factors.

WORKING CONDITIONS: Normal office environment with little exposure to excessive noise, dust, temperature and the like. This is a hybrid role, with an expectation the employee will be in the office at least 3 days of the week. However that is subject to change, and we may require additional time in the office.

POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. Evening and weekend work may be required as job duties demand. This is a non-exempt position under the Fair Labor Standards Act. Please note, we offer a 35 hour work week.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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