



JOB TITLE: Billing Specialist

STATUS: Hourly

Type: Part Time

A Billing Specialist has an intricate and valuable role within a law firm. The role of the Billing Specialist is to perform various duties crucial to, and plays an intricate part in, the management of the billing process within the firm and should be able to objectively analyze and evaluate appropriate solutions in an efficient and effective manner. In managing processes and tasks required during the lifecycle of the billing process, a Billing Specialist will be part of a team whose contributions highlight critical-thinking skills with project and information management. Other specific duties include preparing and finalizing client bills, processing new business information (casebooks), performing conflicts checks, providing assistance with reports, file management, researching, verifying, and assisting in daily cash application of client funds. This is an excellent opportunity for those who excel at managing multiple projects and tasks, proficient at using software and motivated to learn new software, who have an acute attention to detail, and enjoys a professional environment.

Qualifications:

- Expert Microsoft Office skills
- Client billing work experience, preferably within a law firm or professional services organization.
- Ability to execute complex bills in a timely manner (i.e., multiple discounts by matter, split-party billing, preparation of electronic bills using various e-bill portals).
- Knowledge of Elite Billing or other law firm system applications.
- Ability to work overtime as required. As a general rule, there is very limited time in the first two weeks of Dec. to schedule Paid Time Off and Paid Time Off should not be scheduled during the last two weeks of the calendar year.
- Excellent communication and telephone skills, ability to communicate effectively in a clear and understandable manner.
- Outstanding organizational, interpersonal and customer service skills.
- Attention to detail.
- Ability to multi-task.
- Basic knowledge of accounting principles is preferred

Education:

- Associate's degree or equivalent related work experience.

Please send your resume to Jennifer Stogran at jstogran@smithlaw.com.

Smith Anderson is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.