



JOB TITLE: Billing Specialist

STATUS: Non-Exempt

Type: Full Time

The Billing Specialist is a “software savvy” position handling the full lifecycle of the firm’s billing process to include e-billing and communicating directly with attorneys, legal administrative assistants, clients, and others. (S)he has a positive, “can do” attitude, works with meticulous attention to detail, delivers exceptional customer service, and handles high production volumes within established response times. (S)he is able to work overtime as may be required from time to time; particularly during month-end, mid-year, and year-end close cycles.

Qualifications:

- 2+ years of experience billing for a professional services firm based on hours delivered (e.g. law firms, accounting firms, consulting firms); preference given for experience in a law firm with 50 or more partners.
- 1+ year experience with electronic billing platforms (invoicing through third-party vendor platforms or portals, setting up new clients, working rejections for re-submission, etc.).
- Proficiency with Elite/3E legal industry accounting software strongly preferred.
- Proficiency with multiple legal e-billing platforms strongly preferred (e.g. Tymetrix360, Legal Tracker, Passport, Counsellink, Collaborati, Bridgeway Corridor, etc.).
- Basic proficiency with Windows-based software and Microsoft Office (Word, Excel, and Outlook).
- Strong reading comprehension and communication skills (both oral and written); able to explain complex technical communications clearly, concisely and using proper grammar and punctuation.
- Strong organizational skills; able to independently manage assignments so expectations and deadlines are understood and met with proper communication of status and issues.
- Able to thrive in a high volume, fast-paced, production-oriented environment.
- Able to maintain composure under time pressure and stressful situations.
- Able to work with discretion and maintain the absolute confidentiality of client matters.
- Able to work overtime as needed. As a general rule, paid time-off cannot be scheduled on the first business day of any month, the first five business days of July, or the final 10 business days of December (other than Firm designated holidays).

Education:

Associate’s degree in Accounting, Business, or related discipline or equivalent related work experience.

Please send your resume to humanresources@smithlaw.com.

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