

JOB DESCRIPTION
MITCHELL, WILLIAMS, SELIG
GATES & WOODYARD, P.L.L.C.

JOB TITLE: Billing Specialist

GENERAL PURPOSE:

The general purpose of the billing specialist position is to prepare client billing statements. This position functions under the general supervision of the Accounting Manager; no subordinate personnel are assigned to this position. Working contacts include all staff and attorneys.

ESSENTIAL JOB FUNCTIONS:

- Run monthly memo and tear down proformas and account receivables, binds for each attorney. Emails proformas to offices.
- Bill all employee costs and distributes. Completes employee cost form and forwards to Accounting Manager.
- Key bills, makes any necessary billing changes (edits descriptions, corrects typographical errors, adjustments to hours or charges, etc.)
- Print client statements; distributes to assistants to mail.
- Download Ledes program into eBilling program.
- Take necessary steps to clear e-billing rejections (i.e., timekeepers not approved, incorrect task codes, rates not approved, etc.)
- Make all attorney and paralegal rate changes for billing.
- Setup new matters in eBilling hub.
- Setup and test electronic billing for new clients.
- Prepare Audit Reports for Assistants.
- Read, comprehend and implement Billing guidelines.
- Setup budgets for client companies.
- Research for Assistant, Payment Adjustments and Account Receivable.

- Prepare a list of matters that were billed and any problem with the billing invoices for attorney.
- Key all miscellaneous costs incurred on a daily basis for fax, phone, copies and postage; runs report and files.
- Runs proformas and transfers costs to the new file numbers.
- Run validation and cost load reports everyday before one o'clock.
- Make copies of all account receivables, marked to be written off, and writes and runs report.
- Write off firm costs monthly and fees yearly.
- Prepare closed file list for File clerk.
- File proformas and puts in attorney number order to file.
- Perform other duties as required.

QUALIFICATIONS:

- The equivalent of a high school education.
- Two or more years accounting experience.
- A working knowledge of computers.
- The ability to type and use a calculator.
- Must be able to handle highly sensitive and confidential information in a professional manner.
- Must be able to relate professionally and positively to staff and to work cooperatively with firm personnel at all times.
- Must be capable of maintaining regular attendance.
- Must be capable of performing the essential job functions of this job, with or without reasonable accommodations.

Physical and Sensory Requirements (With or Without the Use of Mechanical Devices):

Mobility, reaching, bending, lifting, grasping, fine hand coordination, ability to talk and hear, ability to read and write, ability to communicate with personnel, and ability to remain calm under stress