



## Job Description

**Title**                **Legal Billing Specialist**

**Status**             **Full-time; FLSA – Non-Exempt**

### **Description**

Leason Ellis is seeking an experienced legal billing specialist to join our dynamic accounting / finance team! Must have a college degree and significant experience with billing in a law firm setting. Required experience includes compiling, managing and executing assigned attorneys' monthly client billing. May also perform a variety of other accounting and bookkeeping duties according to departmental needs and/or established policies and procedures.

The successful candidate must have the demonstrated ability to:

- Carry out all phases of client billing
- Effectively interact and communicate with attorneys, paralegals, clients and administrative team members
- Multi-task, prioritize and manage a full workload with a keen attention to detail, efficiency and accuracy
- Work both independently and in collaboration with assigned attorneys and other departmental staff
- Articulate clearly and effectively in verbal and written communications with a strong focus on accuracy and proper grammar usage
- Comprehend and follow through with instructions, as well as ask well thought out questions when clarify is needed.
- Ability to perform at high levels in a fast-paced ever-changing work environment and successfully adapt to changing priorities and work demands
- Ability to anticipate work needs and follow-up and follow through with minimal direction

### **Duties and Responsibilities**

- Compile and bill timekeeper hours, flat fees and costs to clients.
- Review and edit pre-bills in response to attorney and paralegal requests.
- Apply retainer funds as directed by attorney.
- Process write-offs following firm policy.



- Ability to process complex bills accurately and in a timely manner (i.e., apply multiple discounts by matter, split-party billing, preparation of electronic bills, etc.).
- Ability to handle a high volume of bills per month.
- Review and verify accuracy of billing and supporting documentation as required.
- Research and respond to inquiries regarding billing issues and problems.
- Create new billing formats as needed.
- Create and print final client billing.
- Effectively utilize accounting and payables software program (Rippe & Kingston / SurePoint), various e-billing software programs (Collaborati, Serengeti, etc.) and MS Office Suite to perform duties and responsibilities.
- Assists with special projects as needed.

### Qualifications and Requirements

- College degree
- 4+ years of hands-on billing experience in a law firm
- Demonstrated experience with CMS, Elite, Rippe & Kingston (or equivalent accounting software) experience
- Demonstrated proficiency with MS Office Suite including Excel

### Apply

Please submit your resume and cover letter (detailing your desired compensation range and relevant experience) to [careers@leasonellis.com](mailto:careers@leasonellis.com)

Leason Ellis is an EOE/M/F/D/V/SO. We offer a competitive compensation and benefits package, and a dynamic, diverse and “remote flexible” work environment.

*Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.*

### About

Leason Ellis is a full-service intellectual property law firm with a deep bench of professionals and a collaborative, hands-on approach. We’re big enough to handle any intellectual property issue that our clients may face. Yet we’re small enough to coordinate efficiently when evaluating our clients' issues, identifying practical and creative solutions for their business needs, and putting our insights to work on their behalf.

