



JOB DESCRIPTION

Title **Legal Billing Specialist**

Status **Full-time; On-site / In-office Hybrid Position**
FLSA – Non-exempt

Description

Leason Ellis LLP is seeking an experienced, enthusiastic and detail-oriented Legal Billing Specialist to join our dynamic law firm! 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.

Job Summary

Carry out all phases of legal billing in legal billing software. Compiles, manages, and executes attorney billing edits and finalization and posting of invoices. May also perform a variety of other accounting and bookkeeping duties according to established policies and procedures. Maintains contact with attorneys, staff, vendors and clients and observes confidentiality of client and firm matters.

Essential Job Functions

- Process complex legal billing accurately and efficiently in accordance with the client's fee agreement (i.e., multiple discounts by matter, split-party billing, preparation of electronic bills, etc.); perform revisions as per attorney or legal assistant instructions while keeping with firm policy; finalize and post invoice(s) in firm's financial software.
- Prepare, transmit and ensure successful submission of e-bill(s); work with client to resolve any rejection issues; monitor and report on status when necessary.
- Hands on familiarity with multiple e-billing vendor systems (Legal Exchange, Collaborati, Legal Tracker, CounselGo, CounselLink, Tymetrix, Coupa, etc.) and outside counsel guidelines
- Ability to handle a high volume of invoices per month with a high degree of accuracy.
- Comprehend and follow through with instructions, as well as ask well thought out questions when clarity is needed.



- Effectively interact and communicate with clients, vendors, attorneys, paralegals and administrative team members within the Firm to provide a solution-oriented customer service experience.
- Utilize accounting software and billing programs (SurePoint, Elite, etc.) as well as MS Office Suite including Word, Excel and Outlook to perform duties and responsibilities.
- Assists with special projects, as needed or requested.

Education, Experience and Skills

- College degree
- 4+ years of legal billing and e-billing experience in a law firm or other professional services environment
- Excellent written and verbal communication skills along with an aptitude for working with numbers
- Analytical thinker with strong problem-solving skills
- Exceptional computer skills with the ability to learn new software applications and processes
- Proficiency with:
 - CMS, Elite and/or SurePoint (or equivalent accounting and billing software)
 - MS Office Suite including Word, Excel and Outlook
- Demonstrated ability to:
 - 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 clarity is needed.
 - perform at high levels in a fast-paced ever-changing work environment and successfully adapt to changing priorities and work demands
 - anticipate work needs and follow up and follow through with minimal direction
 - take initiative and use good judgment

Apply

Please submit your resume and cover letter (detailing your desired compensation range and relevant experience) to 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.*

Pay range: \$60,000-\$70,000 per year.

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.