

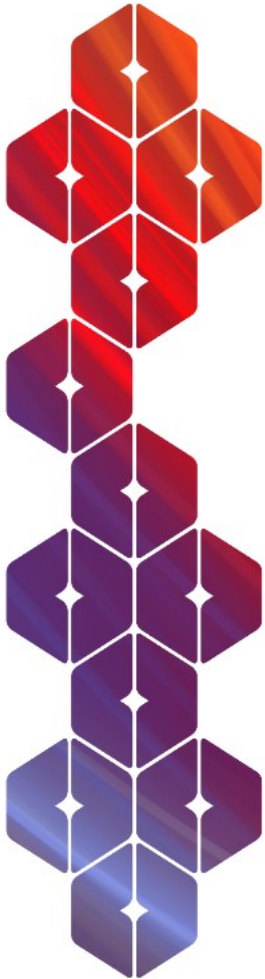


## JOB DESCRIPTION

# BILLING SPECIALIST

**FLSA:** Non-Exempt  
**Department:** Accounting  
**Reports To:** Controller  
**Approved on:** September 29, 2021

Newmeyer Dillion, a regional firm, is a multi-service law firm that provides both litigation and transactional representation. The Firm has gained national recognition for its construction and insurance work, and we provide representation in a comprehensive range of practice areas and industries. This position will be based out of the firm's Newport Beach office.



### **Essential Duties and Responsibilities include, but are not limited to:**

- Compile and bill attorney hours to clients each month.
- Review and edit pre-bills in response to attorney and assistant requests.
- Process and upload pre-bills into various e-billing systems.
- Knowledge of clients' full billing cycle functions.
- Strong ability to execute complex bills in a timely manner (i.e. multiple discounts by matter, split-party billing, preparation of electronic bills).
- Accurately 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.
- Assist with various other billing analyses as required.
- Create and prints final client billing.
- Update billing sub-ledger spreadsheets.
- Familiarity with and ability to apply firm billing policies.
- Utilize automated accounting and payables software programs and Microsoft programs (Aderant, DMS, MS Excel, MS Word and various e-billing systems) to perform duties and responsibilities.
- Perform other administrative duties such as filing, scanning and copying.
- Assist accounting and finance management with other assignments/projects when needed.

# BILLING SPECIALIST

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **Education/Experience Requirements**

- Undergraduate degree in related field of accounting, finance or equivalent is preferred.
- Approximately five or more years of progressively responsible related work experience preferred in order to gain the expertise needed to manage complex financial and banking relationships in a professional services firm.
- Law firm experience is beneficial.

## **Knowledge, Skills and Abilities**

- Excellent Excel and math skills and knowledge of legal billing systems (Aderant) preferred.
- Ability to identify and rapidly resolve problems in a timely manner and recognize when escalation is necessary.
- Strong analytical, organizational, and Interpersonal skills, and ability to take direction as necessary.
- Ability to demonstrate accuracy and thoroughness, monitor own work to ensure quality and apply feedback to improve performance.
- Planning/organizing skills to prioritize and plan work activities. Ability to use time efficiently.
- Ability to be self-driven and organized.
- Ability to work well alone with little supervision independently or within a team environment.
- Ability to maintain productivity standards and complete work in a timely manner.
- Ability to adapt to changes in the work environment, manage competing demands, and manage frequent change, delays or unexpected events.
- Ability to demonstrate impeccable integrity in personal and fiduciary matters.
- Excellent customer service skills to manage difficult client (both internal and external) situations, respond promptly to customer needs, solicit customer feedback to improve service, respond to requests for service and assistance and meet commitments.

- Maintain cordial and effective relationships with partners, attorneys, clients and staff in person, by e-mail and by telephone.
- Provide effective client service and present the department and firm in a positive light.
- Operate office equipment including personal computer, copiers, fax machines, electronic typewriter and 10-key calculator.
- Dependability in terms of punctuality, attendance, ability to follow instructions, respond to management direction, and solicit feedback to improve performance.

## **Physical Environment and Working**

### **Conditions**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Normal office environment with little exposure to excessive noise, dust and temperature extremes.
- This position routinely uses standard office equipment such as computers, phones, multi-function devices (copy, fax and scanning machines), and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Some light lifting of 15 pounds or less is required on a regular basis.
- Work may occasionally require more than 40 hours per week.