Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Billing Specialist	**Job Category:**	Non-Legal
Department/Group:	Accounting/Finance	**Posted By:**	Gina Emery-Duplechan
Location:	1735 Market Street	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	1/22/2018
Reports to:	Director, Billing	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr, a national law firm with more than 650 attorneys in 15 offices across the country is seeking a full-time Billing Specialist for the Philadelphia office. The Billing Specialist will be responsible for all aspects of client bill preparation according to both client and attorney specifications, including but not limited to, processing edits, printing and mailing invoices. Responsibilities also include the preparation and submission of electronic invoices in accordance with client and vendor guidelines, as well as researching and resolving issues associated with electronic invoicing. Perform accounting support in areas of cash receipts and accounts payable as needed. This position will also provide time and billing application support to users firm-wide. Must be flexible to work overtime as needed during time critical deadlines such as month-end and year-end closing.

Duties:

Skills/qualifications:

Candidate will have strong computer skills, be proficient with Microsoft Word, Excel and Outlook with a basic understanding of Microsoft Access. Must have good organizational and analytical skills, able to handle multiple demands, prioritize tasks and handle the pressure of meeting deadlines. Able to work in a team environment as well as independently, and possess excellent interpersonal and communications skills.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]