

Firm/Company Name:	Flaster Greenberg P/C	Website:	www.flastergreenberg.com
Job Title:	Billing Coordinator	Work Option:	[i.e.: onsite, hybrid, remote, etc.] Onsite - Cherry Hill Office
Department/Group:	Accounting	Posted By:	Karen Roberts, SHRM-SCP
Location:	Cherry Hill, NJ	Travel:	N/A
Salary Range:		Position Type:	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	Justine DeMinno, Sr H	Date posted:	11/16/2022

How to Apply: (Fax, Email, Mail, Link, etc.):

Qualified candidates should forward resumes to: recruiting@flastergreenberg.com.

Job Description

Brief Summary:

Flaster Greenberg is seeking a Billing Coordinator to work in our Cherry Hill office. This position is responsible for implementing the Firm's billing activities as a part of our Accounting Team, reporting to the Chief Financial Officer.

Duties:

Duties included, but are not limited to:

- Process full billing cycle for designated Attorneys. All day-to-day activity is directed through the Billing Coordinator. In addition to handling Non-routine questions or issues from Attorneys or Secretaries.
- Process any manual bills or fixed flat billing for designated Attorneys. Maintain any off-line analysis for profitability.
- Process all pre-bill reports and follow up with specific attorneys to process prebills. Edit and process all invoices.
- Prepare monthly accounts receivable reporting for Attorneys and address inquiries or write-offs needed.
- Assist Attorney is managing their Trust Balances by processing monthly check requests to transfer retainers and providing monthly trust reports.

Skills/qualifications:

Ideal candidate should have an Undergraduate college degree in business or accounting related field. College credits and/or relevant work experience can be substituted for educational requirements. 1-3 years of progressive Billing experience. Knowledge of, accounts payable, accounts receivable, cash management, advances, escrow, cost recovery, and document management.