

Firm/Company Name Fox Rothschild LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Billing Coordinator	Job Category:	
Department/Group:	Accounting	Posted By:	
Location:	Philadelphia, PA	Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, etc.] Full - Time
HR Contact:		Date posted:	
Reports to:		Posting Expires:	[i.e., 30-days]

Applications Accepted By:

Fax or E-mail:

-

Attention:

Mail:

Job Description

Brief Summary:

Fox Rothschild LLP is looking for a Billing Coordinator to work in our Philadelphia office. This position provides accurate and timely completion of billing as assigned ensuring that all tasks are done in accordance with firm or client billing guidelines or policies.

Please apply directly:

<https://recruiting.ultipro.com/fox1001frllp/JobBoard/88a19d60-0e84-49c7-b754-509a756678e7/OpportunityDetail?opportunityId=43b5aa83-dac3-47be-aba2-a70ac5c67a6f>

Duties:

General Billing Coordinator Functions to Include (but not limited):

Assist in responding timely to general billing inquiries directed by all levels of management, staff, attorneys and clients

Review of aged unbilled WIP and provide status updates to Client Billing Manager

Provide expense detailed back-up to accompany invoices as required

Research and address client overpayments and cost advances as needed to see whether applications can be made to current invoices or refunded

Skills/qualifications:

2-5 Years of Legal Billing Experience; Elite experience preferred

Experience with electronic billing utilizing various vendor websites and the Ehub

Must be detailed oriented, highly organized to be able to manage high levels of attorney assignments

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

Fox Rothschild LLP – Billing Coordinator

Description

Fox Rothschild LLP is looking for a Billing Coordinator to work in our Philadelphia office. This position provides accurate and timely completion of billing as assigned ensuring that all tasks are done in accordance with firm or client billing guidelines or policies.

General Billing Coordinator Functions to Include (but not limited):

- Assist in responding timely to general billing inquiries directed by all levels of management, staff, attorneys and clients
- Review of aged unbilled WIP and provide status updates to Client Billing Manager
- Provide expense detailed back-up to accompany invoices as required
- Research and address client overpayments and cost advances as needed to see whether applications can be made to current invoices or refunded
- Assist with special projects as needed
- Process invoices utilizing internal Paperless Proforma application for specific attorneys

Specific E-billing Functions to include (but not limited):

- Review newly opened matters for clients of assigned attorneys to see whether matters are available through ebilling websites
- Ensure that invoices are submitted in a timely fashion and that all reductions or rejections to invoices are also addressed immediately
- Submit Rate Requests (as required for certain vendor sites)
- Provide updates regarding invoices status to Client Billing Manager

Job Requirements:

- 2-5 Years of Legal Billing Experience; Elite experience preferred
- Experience with electronic billing utilizing various vendor websites and the Ehub
- Must be detailed oriented, highly organized to be able to manage high levels of attorney assignments
- Must demonstrate excellent written and oral communications skills
- Display ability to prioritize, ability to multitask and take initiative to assist as needed
- Ability to work in an interactive team environment with excellent customer service skills
- Demonstrate ability to work in a high pressure environment
- College Degree preferred