

**Title:** Billing Coordinator  
**Location:** Philadelphia, PA

**Firm:** Kang Haggerty LLC  
**Position Type:** In-Person, Full-time

### **Job Description:**

Kang Haggerty is seeking an experienced Billing Coordinator to join its Accounting Department. Successful applicants must be driven and eager to deliver successful results for clients and attorneys. The Billing Coordinator will be responsible for managing the firm's billing processes, ensuring timely and accurate invoices while maintaining compliance with client billing guidelines. This role requires expertise in e-billing systems and an understanding of legal billing practices. The ideal candidate will possess strong organizational skills, attention to detail, and the ability to communicate effectively with attorneys and clients.

Since its founding in 2013, Kang Haggerty intends to be the answer to our clients' most difficult problems. We do that by understanding our clients' businesses and goals and providing excellent and efficient legal services. The Billing Coordinator plays a vital part in achieving this process: invoices are among the most important correspondence we share with clients.

### **General Responsibilities:**

- Collaborate with attorneys to prepare monthly billing and ensure proper time entry and expense reporting.
- Respond to inquiries from clients, attorneys and office administrator regarding billing issues and account status.
- Monitor and track billing submissions and resubmit as necessary to resolve any discrepancies.
- Generate billing reports and conduct analysis to assist management in understanding billing trends and revenue.
- Assist in the implementation and maintenance of e-billing software and ensure accurate entry of billing codes and rates.
- Electronic submissions of client invoices and accruals via Legal Tracker, Counsel Link, Ty Metrix 360, and others
- Undertake special projects for the managing partner, accounting manager and office administrator as needed
- Communicate with clients and attorneys to ensure timely resolution of appeals, including requesting information and conducting research

### **Requirements:**

- Experience with LEDES billing
- Minimum of 1 years' experience in a law firm billing department
- Excellent organizational and time-management skills with strong attention to detail.
- Effective communication and interpersonal skills, with the ability to work collaboratively in a team-oriented environment.
- Proficient in Microsoft Office Suite, particularly Excel.

**Preferences:**

- Experience with Timeslips
- Experience with iManage
- Familiarity with complex commercial litigation and alternative fee arrangements

**About the firm:**

Kang Haggerty is an equal-opportunity employer committed to cultural diversity in our workforce. Compensation commensurate with qualifications. Kang Haggerty offers comprehensive benefits, including health, prescription, and dental coverage, with the premiums for these insurance plans funded fully by the firm. The firm contributes 3% to each employee's 401(k) plan regardless of their participation and matches up to 3%.

Kang Haggerty has a beautifully renovated office space in Center City, Philadelphia with standing desks, a pool table, lounge, and bar. The firm has a friendly office culture and a number of social events, including monthly happy hours, a spring fling at the Union League, a summer fishing trip, and a summer lobster dinner at the Union League, just to name a few.

With offices in Center City Philadelphia and Marlton, New Jersey, Kang Haggerty offers counseling and representation for a wide range of practice areas, including Business Litigation, Class Actions, Antitrust Litigation, RICO Litigation, Unfair Competition Litigation, and Whistleblower Actions. Learn more about the firm at [www.kanghaggerty.com](http://www.kanghaggerty.com).

**For more information or to apply, email Allison Sponic, Office Administrator ([asponic@kanghaggerty.com](mailto:asponic@kanghaggerty.com)).**