Firm/Company Name Marshall Dennehey Warner Coleman & Goggin

(Send copy of firm logo for posting)

Job Title [Position]:	Legal Billing Coordinator	**Job Category:**	Legal Billing
Department/Group:	Billing/Accounting	**Posted By:**	HR Recruiter
Location:	Philadelphia, PA	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	HR Recruiter	**Date posted:**	3/8/2019
Reports to:	Billing Supervisor	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: HRRecruiter@MDWCG.com **Attention:** Legal Billing Coordinator	**Mail:** 2000 Market Street Suite 2300 Philadelphia, PA 19103

Job Description

Brief Summary:

The law firm of Marshall Dennehey Warner Coleman & Goggin is seeking a full-time Billing Coordinator with 3+ years of experience in Legal Billing, including website invoice submission, to join the firm's Philadelphia, PA office.

This job is in compliance with Philadelphia's Fair Chance Hiring Law.

Duties:

Skills/qualifications:

•Must have 3 years of experience in Legal Billing including website invoice submission
•Alternative fee billing experience a plus
•Must be proficient in Microsoft Office Suite (Word and Excel required)

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