Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Director of Billing Operations - F	**Job Category:**	Financial Management
Department/Group:	Accounting & Financial Manage	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**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:**	5/26/2022
Reports to:	Chief Financial Officer	**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 LLP, a national law firm with more than 600 attorneys in 15 offices has an exciting opportunity for a Director of Billing Operations to collaborate with department management to set the strategy, controls and direction of the billing program; provide development and management of the billing team; and have oversight of the workflow and processes of the billing function with a focus on efficiency and accountability. The Director of Billing Operations will continually monitor and evaluate process improvement plans and provide input to implement improvement measures. They will also manage the transition of new matter billing lawyers into the billing program.

Duties:

This hands-on position requires a strong and effective leader who is capable of motivating the billing team to achieve firm-wide and departmental goals. The Director will supervise the workflow and performance of the billing team and provide ongoing performance feedback as well as participate in the annual staff performance evaluation process.

Skills/qualifications:

The ideal candidate will be analytical and detail-oriented with good problem-solving skills; attentive to staff training and development; have a strong work ethic and the ability to handle multiple projects simultaneously and meet deadlines. Strong interpersonal, written and oral communication skills and the ability to communicate effectively with all levels of attorneys and staff are required.

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