

Billing Specialist

Kelley Drye & Warren LLP, a powerhouse firm with the heart of a boutique, is seeking a **Billing Specialist**. This position will be responsible for managing the entire billing process for 10 or more partners on a monthly basis. The Billing Specialist will work on complex bills while adhering to client billing guidelines.

Responsibilities:

- Manage the complete billing process, for approximately 10+ Partners, on a monthly basis.
- Review pre-bills for accuracy, including rates, discounts and formatting.
- Edit pre-bills and prepare invoices in a timely manner. Direct communication with the Partners and Assistants will be necessary.
- Execute complex bills, such as split-party/multi-payor and flat fee task code billing.
- Ensure client billing guidelines are reviewed, documented and adhered to.
- Send invoices electronically and make certain that all e-billing issues are identified and promptly resolved.
- Maintain documentation of procedures, deadlines and other Partner preferences related to their billings.
- Alert management to any billing issues so they can intervene when necessary.
- Research and respond to internal and external inquiries regarding all aspects of billing.
- Running reports and creating spreadsheets will be necessary.
- Monitor all aspects of WIP to ensure it is billed on schedule and identify problem inventory for potential write-off. Direct communication with the Partners and Secretaries will be necessary.
- Support Client and Partner requests for accrual information that is timely and accurate.
- Act as the point of contact when staff members are out of the office.
- Provide backup and/or assistance to other team members when necessary.
- Assist with special projects as needed.
- Work cooperatively with Collections staff and assist with accounts receivable/unapplied cash issues to minimize outstanding and credit balances.

Experience/Qualifications:

- Bachelor's degree with 5-7 years of applicable work experience in a large law firm setting. CMS Classic or Aderant Expert experience preferred.

- Computer proficient with strong MS Excel and MS Word skills.
- Clear understanding of reading and editing LEDES files required.
- Strong understanding of split-party/multi-payor invoicing.
- Excellent written and oral communication skills.
- Self-directed with a strong work ethic; capable of working independently with limited supervision, as well as part of a team.
- Ability to establish and maintain good working relationships with others.
- Excellent analytical and problem-solving skills.
- Ability to work in a high-pressure environment with a high degree of accuracy.
- Can organize, prioritize, plan and multi-task to effectively meet deadlines.
- Ability to occasionally work outside of established business hours to meet deadlines.

The salary range displayed is specifically for those potential hires who will work or reside in New York City if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology) for example. New York City Salary Range: Low: \$80,000 High: \$100,000.

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kelleydrye.com. We encourage you to exercise caution and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).

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