

Billing Specialist - DC

Kelley Drye & Warren LLP is a powerhouse law firm with the heart of a boutique. Our Washington, DC office, located at The Wharf and recognized by The Washington Post as a Top Workplace for twelve consecutive years, is seeking a highly skilled Billing Specialist to join our team.

The Billing Specialist is responsible for managing the full billing cycle for 10 or more Partners on a monthly basis. This role requires the ability to prepare and process complex client invoices, ensure compliance with client billing guidelines, and provide exceptional support to attorneys and clients throughout the billing process. The successful candidate will possess strong analytical and problem-solving skills, exceptional attention to detail, and the ability to manage multiple priorities in a fast-paced professional services environment.

The ideal candidate will also have a solid understanding of electronic billing (e-billing) processes and client billing requirements, including experience working with e-billing platforms and resolving invoice submission issues. Experience with complex billing arrangements and client-specific billing guidelines is highly desirable.

Responsibilities:

- Manage the full billing cycle for approximately 10 or more Partners on a monthly basis.
- Review pre-bills for accuracy, including billing rates, discounts, narrative descriptions, and formatting requirements.
- Edit pre-bills and prepare final invoices in a timely and accurate manner. Regular communication with Partners and Legal Administrative Assistants is required.
- Process complex billing arrangements, including split-party, multi-payor, alternative fee arrangements, and flat fee task code billing.
- Ensure client billing guidelines are reviewed, documented, and adhered to.
- Submit invoices electronically through BillBlast and various e-billing platforms and promptly resolve any billing rejections, errors, or submission issues.
- Maintain detailed documentation of billing procedures, key deadlines, and Partner-specific billing preferences.
- Proactively identify and escalate billing issues to management for resolution when necessary.
- Research and respond to internal and external inquiries regarding billing, invoicing, and client account matters.
- Generate reports and prepare spreadsheets to support billing analysis, reporting, and workflow management.
- Monitor WIP inventory to ensure timely billing and identify matters requiring follow-up, write-offs, or adjustments. Regular communication with Partners and Legal Administrative Assistants

is essential.

- Provide timely and accurate accrual information in response to Partner and client requests.
- Provide cross-functional support and backup coverage for other Billing team members as needed.
- Assist with special projects, process improvements, and departmental initiatives.
- Collaborate closely with the Collections team to address accounts receivable and unapplied cash issues and help minimize outstanding balances and aged receivables.

Experience/Qualifications

- Bachelor's degree with 5-7 years of relevant billing experience in a mid to large law firm environment. Experience with Aderant Expert or Aderant Sierra is strongly preferred.
- Advanced proficiency in Microsoft Office applications, particularly Excel and Word.
- Knowledge of electronic billing (e-billing) systems, including the ability to read, interpret, and edit LEDES files.
- Strong understanding of complex billing arrangements, including split-party, multi-payor, and alternative fee invoicing.
- Excellent written, verbal, and interpersonal communication skills, with the ability to interact effectively with attorneys, clients, and staff at all levels.
- Self-motivated and detail-oriented, with the ability to work independently with minimal supervision as well as collaboratively within a team environment.
- Demonstrated ability to build and maintain positive working relationships across departments.
- Strong analytical, organizational, and problem-solving skills with a focus on accuracy and client service.
- Ability to manage competing priorities, meet tight deadlines, and perform effectively in a fast-paced, high-volume environment.
- Proven ability to organize, prioritize, and multitask while maintaining a high degree of accuracy and attention to detail.
- Flexibility to occasionally work outside normal business hours and overtime as needed to meet critical deadlines and business requirements.

The salary range displayed is specifically for those potential hires who will work or reside in New York City or Washington DC 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 and Washington DC 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).