**Overview:**

We are seeking a meticulous and detail-oriented Legal Billing Specialist to join our dynamic legal team. The ideal candidate will possess a strong understanding of legal billing practices and procedures, exceptional numerical proficiency, and excellent organizational skills. As a Legal Billing Specialist, you will be responsible for accurately and efficiently handling all aspects of billing and invoicing for our legal services, ensuring compliance with client billing guidelines and maintaining high standards of professionalism.

**Responsibilities:**

* Billing Preparation: Prepare and generate accurate and timely client invoices in accordance with billing guidelines and client agreements.
* Timekeeping Management: Review and process attorney and staff timesheets, ensuring accurate recording of billable hours and expenses.
* Expense Tracking: Manage and track client-related expenses, ensuring proper documentation and reimbursement.
* Billing Analysis: Conduct regular reviews of billing data to identify discrepancies, resolve billing errors, and ensure compliance with client billing requirements.
* Client Communication: Interact with clients to address billing inquiries, resolve discrepancies, and provide clarification on billing matters as needed.
* Legal Billing Software: Proficiently utilize legal billing software (e.g., Elite, Clio, Tabs3) to input billing information, generate reports, and perform billing tasks efficiently.
* Compliance: Ensure adherence to legal and ethical standards in billing practices, including maintaining confidentiality of client information.
* Record-Keeping: Maintain accurate and organized billing records, including client contracts, billing correspondence, and payment documentation.
* Reporting: Generate and distribute regular billing reports to attorneys and management, providing insights into billing metrics and performance.
* Collaboration: Work closely with attorneys, legal assistants, and administrative staff to address billing-related issues and streamline billing processes.

**Requirements:**

Bachelor's degree in Accounting, Finance, Business Administration, or a related field.

Minimum of 2-3 years of experience in legal billing or accounting, preferably within a law firm or legal department.

Strong understanding of legal billing principles, including billable hours, fee structures, and client billing guidelines.

Proficiency in using legal billing software and Microsoft Office Suite, particularly Excel for data analysis and reporting.

Excellent numerical aptitude and attention to detail, with the ability to accurately handle complex billing calculations and reconcile accounts.

Exceptional organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.

Excellent communication and interpersonal skills, with the ability to effectively interact with clients, attorneys, and internal stakeholders.

Ability to maintain confidentiality and handle sensitive information with discretion.

Strong analytical and problem-solving abilities, with a proactive approach to identifying and resolving billing issues.

Familiarity with legal terminology and billing practices is preferred.

In person at the Monterey, CA office.

**Preferred Qualifications:**

Certification in Legal Billing or related field (e.g., CLBS, ALB).

Experience with electronic billing platforms (e.g., Legal eXchange, Tymetrix, Legal Tracker).

Familiarity with billing guidelines of major clients or legal industry standards (e.g., ABA Model Rules of Professional Conduct).

Experience with billing for various legal practice areas, including litigation, corporate law, and trust and estates law.

**Note:** This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties, responsibilities, and qualifications may evolve or change, as necessary.

**Compensation:**

Full time (40 hours per week). $26 to $33 per hour.

**Benefits:**

Insurance: Health, Dental, Vision, Life

Retirement: 401k with 401k matching

Employee Savings Accounts: Flexible Spending Account, Health Savings Account

Paid time off

Referral program

**Reporting to:** Controller

**Last Updated:** March 4, 2024