



Example of Coordinator Billing Job Description

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Our growing company is looking to fill the role of coordinator billing. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coordinator billing

- Review completed motor freight documents from distribution center for accuracy and process bill of lading
- Submit electronically billed invoices to ebilling vendors
- Electronically submit timekeepers and rates to ebilling vendors for client approval
- Manage required accrual reporting for ebilled clients
- Troubleshoot any ebilling issues including unauthorized rates, time entries, matter numbers, and client set-up
- Communicate billing guidelines for electronically billed clients to attorneys and key accounting members
- Communicate with the attorneys, legal assistants, cash receipts and portfolio managers regarding any invoice issues including reductions, rejections or client inquiries
- Maintain detailed records regarding when and how the invoice was submitted and perform follow-up on any submission issues
- Gives guidance and direction to Billing Associates
- Assigns daily duties to the staff, as directed

Qualifications for coordinator billing

- Strong organization skills and detail minded
- The successful candidate will be extremely detail oriented, organized and possess good written and oral communication skills
- 3+ years of experience in billing at a law firm

- 1-2 years previous work or internship experience in accounting/finance or related field
- Bachelor's degree in Finance/Accounting or equivalent professional experience