

<https://www.matfar.com/job/40109-legal-billing-specialist/>

## Legal Billing Specialist

### Description

An established national firm is seeking an experienced, detail-oriented Legal Billing Specialist for its Los Angeles office.

The Legal Billing Specialist will be responsible for managing the billing process for legal services provided to clients, ensuring the accuracy and timeliness of invoices, and handling client inquiries related to billing. The ideal candidate should have a strong understanding of legal billing procedures and be able to work effectively with attorneys, staff, and clients.

### Qualifications

- Minimum of three to five years previous accounting experience required, including e-billing experience.

### Job Benefits

- Strong understanding of legal billing procedures and guidelines.
- Excellent attention to detail and ability to work accurately in a fast-paced environment.
- Strong communication skills, both written and verbal, and the ability to interact effectively with attorneys, staff, and clients.
- Proficient in Microsoft Excel and billing software.
- Strong organizational skills and ability to prioritize workload.
- Electronic Billing process required.

### Contacts

If you are a highly organized and detail-oriented individual with a strong background in legal billing procedures, please submit your resume to or contact:

- [Sandra Lee](#)
- [sandra@matfar.com](mailto:sandra@matfar.com)
- 213-996-3733

### Hiring organization

Matura Farrington Staffing Services

### Employment Type

Full-time

### Industry

Legal, Finance

### Job Location

Los Angeles, CA

### Working Hours

Hybrid Schedule after training .  
Three days in office. In Office on  
Wednesday mandatory.

### Base Salary

\$ 75K - \$ 87K

### Date posted

May 8, 2023