

<https://www.matfar.com/job/40368-legal-billing-specialist/>

Legal Billing Specialist

Description

A prestigious, international law firm is looking for an experienced Legal Billing Specialist for its Los Angeles office. The Legal Billing Specialist will be responsible for managing the billing process for the firm's legal services.

Responsibilities

- Create and send invoices to clients in a timely and accurate manner.
- Manage accounts receivable, including monitoring payments and following up on outstanding balances.
- Review and analyze billing reports to ensure accuracy and completeness.
- Work closely with the accounting department to ensure that all invoices are processed correctly.
- Ensure compliance with firm billing policies and procedures.
- Maintain billing records and documentation.

Qualifications

- Bachelor's degree preferred
- At least 2 years of experience in legal billing or a similar role
- Knowledge of legal billing software and tools
- Strong Excel skills
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work independently and manage multiple tasks
- Strong attention to detail and accuracy
- Ability to maintain confidentiality and handle sensitive information

Contacts

If you meet the qualifications listed above and are interested, please submit your resume to:

- [Janet Semino](#)
- janet@matfar.com
- 213-996-3738

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Finance

Job Location

Los Angeles, CA

Base Salary

\$ 70K - \$ 85K

Date posted

May 3, 2023