

<https://www.matfar.com/job/40441-legal-billing-specialist/>

Legal Billing Specialist

Description

A prominent California Law Firm is seeking a Legal Billing Specialist for its Los Angeles office. The Legal Billing Specialist will be responsible for managing the billing process for legal services provided by the law firm. This position requires excellent organizational skills, attention to detail, and the ability to work under tight deadlines. The successful candidate will be able to communicate effectively with clients, attorneys, and other staff members, and be comfortable working with billing software and financial databases.

Responsibilities

- Prepare and review invoices for legal services provided by the firm.
- Ensure accuracy and completeness of invoices, including time and expense entries, billing rates, and client billing guidelines.
- Communicate with clients regarding billing questions and issues, and provide timely responses to inquiries.
- Coordinate with attorneys and other staff members to ensure proper billing and client management.

Qualifications

- Minimum of 2 years of experience in legal billing or a related field.
- Strong analytical skills and attention to detail.
- Excellent communication and customer service skills.
- eBilling experience is a PLUS.
- Ability to work independently and manage multiple priorities.
- Strong problem-solving skills and ability to work under tight deadlines.

Contacts

If you meet the requirements and are looking for an opportunity to join a dynamic team, please submit your resume to or contact:

- [Gloria Pacheco](#)
- gloria@matfar.com
- 213-996-3737

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, Accounting

Job Location

Los Angeles, CA

Working Hours

Hybrid. 3-4 days in office.

Base Salary

\$ 60K - \$ 95K

Date posted

May 12, 2023