

<https://www.matfar.com/job/seeking-e-biller-for-a-leading-global-law-firm-40228/>

Seeking E-Biller for a Leading Global Law Firm

Description

A leading global firm is seeking a highly skilled eBilling Analyst to join their team in Los Angeles. The successful candidate will be responsible for handling billing processes for our legal clients, preparing and submitting invoices through electronic billing systems, and ensuring that billing processes are completed accurately and efficiently.

Responsibilities

- Utilize e-billing software
- Monitor and track invoice status and resolve any billing discrepancies
- Manage billing deadlines and ensure that all invoices are submitted in a timely manner
- Conduct research to identify and resolve any e-billing system errors or issues
- Review billing guidelines and ensure that invoices comply with client requirements
- Collaborate with attorneys and support staff to ensure that billing information is accurate and complete
- Maintain billing records and prepare reports as needed
- Respond to client inquiries regarding billing and invoice status
- Assist with special projects as needed

Qualifications

- Bachelor's degree preferred but not necessary.
- At least 5 years of experience in legal billing, with a focus on e-billing
- Proficiency in e-billing software (such as LegalTracker, CounselLink, Serengeti, et al.)
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong time management and organizational skills
- Knowledge of accounting principles and procedures
- Familiarity with legal terminology and billing guidelines
- Ability to prioritize tasks and manage multiple projects simultaneously

Contacts

Submit your resume to apply. Please reference JO40228 with your submission.

Contact [Adrienne Barbee](#) with questions!

- adrienne@matfar.com
- 213-996-3734

Matura Farrington is an EEOC employer and will consider qualified applicants with

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Duration of employment

Direct-Hire

Industry

Legal, Finance

Job Location

Los Angeles, CA

Working Hours

Hybrid Work Schedule

Base Salary

\$ 100K - \$ 110K

Date posted

March 21, 2023

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.