

**DRINKER BIDDLE & REATH LLP**  
**BILLING COORDINATOR**  
**JOB POSTING**

<b>JOB TITLE:</b> Billing Coordinator	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Director of Revenue Accounting Operations	<b>LOCATION:</b> Philadelphia, PA
<p><b>SUMMARY:</b> We are looking for a Billing Coordinator to join our team! The Billing Coordinator is responsible for all aspects of client billing including proforma generation, client/matter number maintenance, researching disbursements and e-billing as well as working on special projects. Under the supervision of the Director of Revenue Accounting Operations, the Billing Coordinator will work directly with attorneys to ensure a successful completion of the billing cycle. In addition, the Billing Coordinator is responsible for researching any questionable time and expense issues in a timely manner. This role is based in our Philadelphia, PA office and the hours are from 9:00 a.m. – 5:00 p.m. Monday through Friday.</p> <p>It is essential that this person be a self-starter and able to work well both in a team environment as well as independently. This role is expected to be a substantive contributor to the outcomes described and must ensure that client service and client satisfaction are attained in all areas.</p> <p>In accordance with the firm’s Client Service Initiatives, the Billing Coordinator must display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p><b>JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Work directly with attorneys in regards to all aspects of the client billing cycle.</li> <li>• Review and modify time and expense entries for consistency and client requirements.</li> <li>• Complete any transfers, write-offs or special billing arrangements on invoices.</li> <li>• Obtain write-off or exception rate approvals from Chief Financial Officer as needed.</li> <li>• Email or electronically submit invoices to clients.</li> <li>• Finalize invoices in Elite to post to Accounts Receivable.</li> <li>• Research questionable time and expense issues, including travel charges, as needed.</li> <li>• Provide invoice copies and expense backup as needed.</li> <li>• Research and resolve accounts receivable issues with clients or attorneys.</li> <li>• Work directly with the Cash Receipts Department to recover correct application of client funds.</li> <li>• Provide rate, billing or cash receipt analysis (reports and spreadsheets) as needed.</li> <li>• Work with billing attorneys on yearly rate increases.</li> <li>• Perform special projects and tasks as needed.</li> </ul> <p><i>The statements contained in this job posting are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified.</i></p>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Excellent 10-key and keyboarding skills.</li> <li>• Strong knowledge of Microsoft Windows and Office suite (specifically Excel, Word and Outlook).</li> <li>• Excellent knowledge of Intellistat, eBillingHub, Crystal Reports, Image Connect and Elite or comparable programs.</li> <li>• Working knowledge of electronic billing.</li> <li>• Excellent math aptitude.</li> <li>• Excellent written and verbal communication skills in addition to strong proofreading skills in regard to invoices.</li> <li>• Demonstrate absolute attention to detail, coordination, organization and follow-through skills.</li> <li>• Excellent customer service skills.</li> </ul>	

- Possess strong interpersonal skills with the ability to build strong relationships.
- Must be highly organized and be sensitive and responsive to internal and external client demands and deadlines.
- Must be a highly motivated, personable self-starter who is able to manage multiple projects simultaneously and successfully, many with tight deadlines.
- Detailed focus and extremely consistent in producing quality work.
- Able to maintain confidentiality.
- Ability to interact with people in a manner which shows sensitivity, tact and professionalism.
- Exhibits clear and concise telephone and email etiquette.
- Must be able to work well as part of a team as well as independently.
- Is responsive and sensitive to internal and external deadlines and able to work under pressure especially during month-end/year-end deadlines.
- Unbiased judgment, sound discretion and openness to the views of others.
- Ability to interact with people in a manner that shows sensitivity, tact and professionalism.
- Able to quickly grasp the goals, service, culture and strategy of both the firm and the department.
- Candidate must conduct him/herself professionally in appearance and actions. Must set a positive example for all personnel and support a collegial and collaborative work environment.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Willingness to be flexible and perform responsibilities not specifically identified in the job description and assume new responsibilities as the department's and firm's needs change.
- Flexible and dependable, including the ability to work overtime as needed.
- Able to lift 15 pounds.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree (ideally in Accounting or Finance).
- Minimum of three years' client invoicing experience in a law firm setting.
- Excellent knowledge of Intellistat, eBillingHub, Crystal Reports, Image Connect and Elite or programs similar to these.

We are an Equal Opportunity Employer offering a competitive salary and full benefits package, including (but not limited to) medical and dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation, holiday and sick days, wellness programs and more.

**HOW TO APPLY:** Interested candidates should send cover letter, including salary requirements, and resume to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) and reference "**Billing Coordinator**" in the subject line. Incomplete submissions will not be considered.

*No agency submissions accepted. No phone calls please.*