



Law Firm Billing Specialist

Fredericks Peebles & Morgan LLP is a nationwide law firm dedicated to the representation of American Indian tribes and organizations. We represent tribes and tribal entities in a wide spectrum of services including business transactions, litigation and governmental affairs, in many forums, including federal, state, and tribal courts.

The **Law Firm Billing Specialist** is responsible for all aspects of drafting, finalizing all client invoices, and preparing reports for the Firm.

Essential Duties and Responsibilities:

- Coordinate with Partners , Attorneys, and Staff to manage time entries, edits, adjustments, write-downs, rate management, and mailing or e-mailing of invoices using the ProLaw/Elite billing system;
- Ensure that all invoices are submitted timely;
- Preparation and processing of high quality invoices; Perform override calculations and changes; Initiate requests for supporting documentation and review for accuracy; Monitor and follow-up on invoices after they have been sent;
- Create welcome letter and packet for new clients;
- Proactively work with clients and attorneys to administer billing responsibilities and to resolve billing questions and/or concerns;
- Assist with accounts receivables; Work with Partners and Firm Controller to actively address aged and/or unbilled fees and costs;
- Assist collections with identification of accounts; Track and apply trust balances as applicable;
- Provide basic billing/timekeeping data; Generate billing reports that include charts, tables, graphs, analysis and recommendations;
- Assist attorneys and staff at all FPM office locations regarding various aspects of the billing cycle, including time entry and reminders;
- Work closely with Law Firm Controller in all areas of billing and accounts receivable;

Qualifications/Skills:

- College degree preferred or equivalent work experience;
- Minimum of 2 years billing experience, prefer in a law firm environment;
- Detailed oriented and organized;
- Proven understanding how billing and accounts receivable affects the Company;
- Electronic billing experience in a law firm setting is preferred; ProLaw or Juris experience is preferred;
- Advanced skills with Microsoft Office particularly Excel;
- Excellent oral and written communication skills;
- Ability to prioritize effectively; Deadline driven;
- Proactive problem solver; Client and Company focused.

Your contributions are rewarded with a “Total Compensation Package” including a competitive hourly wage, bonus potential, and excellent Firm paid benefits.

E-mail your resume and a cover letter including salary requirements today!

Submissions without a cover letter and salary requirements will not be accepted.

Ann Hacker, Director of Human Resources, ahacker@ndnlaw.com

We will be accepting applications through July 15, 2017