

## BILLING ASSISTANT

Reports to: Billing Coordinator  
FLSA Status: Non-exempt  
Full/Part Time: Full Time

**SUMMARY:** Lloyd, Gosselink, Rochelle & Townsend, P.C. is searching for an experienced Billing Assistant. This position is responsible for assisting the Billing Coordinator in executing the Firm's billing process.

### JOB RESPONSIBILITIES

- Review and modify drafts in response to attorney and secretary requests, and track progress throughout billing cycle
- Finalize drafts and send to clients via email or mail
- Converse with clients via phone, email, fax, etc. regarding bills
- Assist with month and year end close process for billing department
- Monitor and approve New Matter Report information into legal billing software SurePoint
- Research and respond to requests from clients, firm staff, and management
- Produce reports as requested by firm management
- Update billing rates, addresses, etc. as needed in Rippe

### JOB REQUIREMENTS

- Minimum of 2 years billing experience
- Must have strong knowledge of billing and financial concepts
- Exceptional attention to detail
- Demonstrate a high level of ethical conduct and ability to maintain confidentiality of sensitive client information
- Ability to work and communicate with all levels of internal and external clients
- Proficiency in the Microsoft Office suite, in particular Excel and Word

### PREFERRED QUALIFICATIONS

- Minimum of 2 years in a law firm environment
- Advanced Microsoft Word and Excel skills
- Experience with a law firm accounting/time and billing software program, with experience in SurePoint a plus
- Bachelor Degree in related field