

BILLING ASSISTANT JOB DESCRIPTION

Job Title: Billing Assistant
Reports To: Director of Administration, with dotted-line to Billing Coordinator
FLSA Status: Non-Exempt
Full/Part Time: Full Time

SUMMARY: Assists the Billing Coordinator in executing the Firm's billing process.

JOB RESPONSIBILITIES

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

JOB REQUIREMENTS

- Minimum of 2 years billing experience in a law firm
- Must have strong knowledge of billing and financial concepts
- High school diploma required
- 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

- Advanced Microsoft Word and Excel skills
- Experience with a law firm accounting/time and billing software program
- AA or BA

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