

# Assistant – Revenue Operations

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| <b>PeopleSoft Job Code / Title:</b> | / Global Finance Assistant          |
| <b>Department / Subdepartment:</b>  | Global Finance / Revenue Operations |
| <b>Organizational Relationship:</b> | Reports to Level 3 or above         |
| <b>FLSA Status:</b>                 | Non-Exempt                          |
| <b>UCM Level:</b>                   | Level 1                             |
| <b>Last Updated:</b>                | March 3, 2026                       |

## Department / Subdepartment Overview

The Global Finance department provides comprehensive financial management and strategic support across our global operations. The department ensures the financial health and sustainability of the firm, enabling us to deliver exceptional legal services to our clients worldwide.

## Role Overview

The Assistant – Revenue Operations is responsible for supporting Billing leadership in all aspects of the billing process. The assistant handles timely conversions of proformas into accurate invoices, manages the shared mailbox ensuring queries are answered in a timely manner, and provides data and financial reports.

## Essential Duties and Key Responsibilities

*“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.*

1. Processes Work-in-Progress (WIP) and Accounts Receivable (AR) write-offs as appropriate
2. Applies Billed On Account balances as requested
3. Processes time/costs transfers and narrative edits to timecards as required
4. Liaises with Billing Coordinators to ensure all invoices are generated and queries are responded to in a timely manner
5. Manages shared mailbox to ensure that all queries and requests are addressed in a punctual manner
6. Assists with data input into financial systems
7. Assists with accurate production of internal reporting
8. Responds to internal and external queries as appropriate
9. Monitors invoice delivery to ensure all invoices are delivered to the client without delay
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- Ability to communicate confidently and effectively at all levels within an organization
- Ability to manage own workload and prioritize in order to meet deadlines
- Detail-oriented, highly organized, and excellent customer service skills
- Strong technology skills including knowledge of Word, Excel and Outlook

## Position Specifications

### Typical Experience

- Prior work experience in a professional services environment preferred
- Experience using financial systems preferred

## *Education*

- High school diploma or equivalent required
- Bachelor's degree or equivalent preferred

## **Working Conditions and Physical Demands**

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.