

# Billing Coordinator

**Department:** Global Finance

**Organizational Relationship:** Reports to the Accounting Manager, Accounting Supervisor, Billing Supervisor, Billing Manager, or Manager of Revenue Management

**FLSA Status:** Non-Exempt

**Last Updated:** September 11, 2024

## General Summary:

The Billing Coordinator is responsible for coordinating the activities of the billing process and performing complex billing duties in efforts to meet monthly targets. A key aspect of this role is establishing internal and external relationships in order to gain knowledge of clients and matters, understanding when a file will be complete/has reached the billing stage, reviewing and completing tasks related to inventory management, and ensuring invoices are raised, finalized, and submitted in a timely manner.

## Essential Duties and Responsibilities:

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

1. Acts as liaison between billing attorneys and attorney support assistants, legal attorneys, and/or organization (customers) and the billing staff; responds to internal and external inquiries in a timely manner
2. Prepares and analyzes complex client billing
3. Communicates with customers to ensure their request from the billing staff is being met; updates customers on status of tasks and/or projects
4. Provides accurate and timely completion of assignments and inquiry responses; ensures that all tasks and duties completed are done within the firm’s set guidelines and policies
5. Generates and reviews proformas from 3E (pre-existing or generating new charges)
6. Tracks delivery of client invoices and matter statuses
7. Provides project analyses as directed; utilizes 3E and internal financial platforms for various analytical reports
8. Utilizes computerized billing and reporting software modules to complete the billing process
9. Assists with year-end closing activities, collections, and reporting as required
10. Assists with special projects on various issues as needed
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

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## Position Specifications

### *Education*

- High school diploma or equivalent required
- Bachelor's degree in Accounting, or related field preferred

### *Work Experience*

- A minimum of three years' or more experience in general accounting practices, including a minimum of two years' experience with billing processes and practices required
- Prior experience with professional services billing operations system preferred

### *Knowledge, Skills & Abilities*

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Thorough knowledge of procedures such as posting, balancing, debits and credits
- Knowledge of basic accounting principles required
- Ability to comprehend and accurately perform mathematical functions
- Analytical skills needed to correctly comprehend and communicate data
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Knowledge and proficiency in PC Applications, including MS Office, Word and Excel
- Knowledge of 3E
- Ability to use ten-key by touch
- Ability to handle confidential and sensitive information with appropriate discretion

### *Additional Requirements*

- Occasional travel may be required

### *Physical Demands*

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

### *Working Conditions*

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.