

# Billing Coordinator

**Department:** Accounting

**Organizational Relationship:** Reports to the Accounting Manager or Accounting Supervisor

**FLSA Status:** Non-Exempt

**General Summary:**

The Billing Coordinator is responsible for coordinating the activities of the billing process and performing complex billing duties.

**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 billing secretaries, 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 Elite (pre-existing or generating new charges).
6. Logs completed bills into Billing Completion Program and runs reports.
7. Provides project analyses as directed; utilizes Elite system for various analytical reports.
8. Utilizes computerized billing and payable software modules to complete the billing process.
9. Assists with year-end closing and reporting as required.
10. Assists with special projects on various issues as needed.
11. Promotes effective work practices and works as a team member.

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## Position Specifications

### *Education*

- Bachelor's degree in Accounting, or related field preferred.

### *Work Experience*

- Four (4) years experience in general accounting practices desired.
- Three (3) years experience in area involving billing processes and practices desired.
- Prior experience with Elite Billing system preferred.

### *Knowledge, Skills, and 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 bookkeeping procedures such as posting, balancing, debits and credits, and journal entries.
- 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 spreadsheet software and operations, knowledge of Elite a plus.
- Ten-key by touch.
- Ability to handle confidential and sensitive information with the appropriate discretion.

### *Additional Requirements*

- Occasional travel required.

### *Physical Demands*

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