

Manager – Revenue Operations

PeopleSoft Job Code / Title: 8142 / Global Finance Manager
Department / Subdepartment: Global Finance / Revenue Operations
Organizational Relationship: Reports to level 6 or above
FLSA Status: Exempt
UCM Level: Level 5
Last Updated: June 17, 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 Manager – Revenue Operations is responsible for leveraging their knowledge and experience of billing and revenue management procedures and policy to contribute and support the firm's revenue operations objectives. The manager acts as an expert resource regarding billing systems and procedures and is responsible for oversight and support of all revenue services for the relevant office(s), which include bill preparation, processing, troubleshooting, client engagement, analysis and collection support.

Essential Duties and Key Responsibilities

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

1. Oversees end-to-end billing process in the practice office(s), including billing and collection efforts, leading the team in participation in various revenue-related campaigns
2. Acts as a subject matter expert to billing attorneys, senior office and department leadership, and the Finance Committee
3. Coordinates with the Revenue Operations team to implement and administer firmwide billing and inventory management best practices and procedures, and roll-outs of new software and financial system upgrades
4. Acts as a liaison with local Finance Committee members in support of Finance Committee objectives; facilitates the preparation and participation of Finance Committee calls and facilitates any actionable next steps resulting from calls
5. Maintains a continuing review of revenue-related procedures to assess areas for improved efficiency and resource allocation, and proactively suggests new processes and solutions as needed to achieve the firm's financial business objectives
6. Promotes the "Gold Standard" process for inventory: manages billing completion percentages to ensure timely billing of inventory, monitors reports related to the same, ensures monthly inventory meetings take place with billing attorneys, and oversees the delivery of collections support and accounts receivable follow up
7. Works closely with Attorney Support leadership to ensure effective coordination between the two teams for maximum effectiveness of support to billing attorneys
8. Implements and administers firm accounting guidelines and procedures while acting within scope of authority in a manner consistent with firm guidelines, policies, and practices
9. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Exceptional and professional interpersonal skills (e.g., active listening), including superior written and verbal communication skills; ability to interact with people at all organizational levels
- Thorough knowledge and understanding of the firm's billing system or an ability to develop such knowledge and understanding
- Strong knowledge of complex accounting principles and bookkeeping procedures, such as posting, balancing, debits and credits, and journal entries with the ability to perform mathematical functions, such as calculating ratios, and knowledge of algebraic formulas
- Analytical skills needed to correctly comprehend and communicate data and analyze and reconcile accounts
- Ability to take initiative and work both independently and in a team environment with a customer-service focus
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Advanced leadership and project management skills (i.e., organizing, planning, problem-solving, and decision-making) necessary for effective management
- Expert knowledge of PC applications, including the Microsoft suite (PowerPoint, Word, and Excel), including spreadsheet software and operations, ability to set-up complex mathematical formulas in Excel spreadsheets, and knowledge of 3E
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications*Typical Experience*

- Typical years of relevant experience: a minimum of five years' increasingly complex accounting experience
- Typical years of cumulative experience: a minimum of seven years

Education

- Bachelor's degree or equivalent in Accounting or related field required

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.