

Senior Billing Manager

PeopleSoft Job Code / Title: 7164/ Senior Billing Manager
Department / Subdepartment: Global Finance / Office Accounting
Organizational Relationship: Reports to the Accounting Manager or Senior Accounting Manager
FLSA Status: Exempt
UCM Level: N/A
Last Updated: October 23, 2025

Role Overview

The Senior Billing Manager supports the office(s) by leveraging their knowledge and experience of generally accepted billing and revenue management procedures and policy to contribute and support the firm's revenue management objectives. The Senior Billing Manager acts as an expert resource regarding billing systems and procedures and is responsible for oversight and support of all revenue services for the office(s), which includes bill preparation, processing, 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.
2. Acts as a subject matter expert to billing attorneys, senior office and department leadership, and the Finance Committee
3. Coordinates with the Global Billing 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. Provides interpretation, guidance, and assistance to attorneys, paralegals, and staff regarding all aspects of the firm's billing and collections processes.
5. 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, with close coordination with the Global Finance Department team supporting the Committee.
6. 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.
7. 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.
8. Is viewed by the billing attorneys and their peers as a leader and subject matter expert in Billing and Client Account Management, including eBilling, Pricing, Legal Project Management and AFAs.
9. Leads the team in office participation in various revenue-related campaigns.

10. Works closely with Attorney Support leadership to ensure effective coordination between the two teams for maximum effectiveness of support to billing attorneys.
11. Meets and communicates with clients as needed and/or upon request from billing attorneys to assist with billing, payment, and collections efforts.
12. Implements and administers firm accounting guidelines and procedures while acting within scope of authority in a manner consistent with firm guidelines, policies, and practices.
13. Works with the office leadership, billing attorneys, and the Global Billing team to complete special projects when needed
14. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
15. Promotes effective work practices, work as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Thorough knowledge and understanding of the firm's billing system or an ability to develop such knowledge and understanding
- 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
- Excellent leadership skills (i.e., organizing, planning, problem-solving and decision-making) necessary for effective management
- Strong knowledge of complex accounting principles and bookkeeping procedures, such as posting, balancing, debits and credits, and journal entries
- Ability to perceive and analyze problems, and a capacity to make or recommend sound decisions
- 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
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Knowledge and proficiency in PC Applications, including spreadsheet software and operations, ability to set-up complex mathematical formulas in Excel spreadsheets
- Knowledge of Elite 3E
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to proofread work of others to ensure compliance and accuracy
- Ability to use independent judgment and discretion when making majority of decisions

Position Specifications*Typical Experience*

- A minimum of 10 years' increasingly complex Accounting experience, including a minimum of four years' law firm billing processes and practices required

Education

- Bachelor's degree in Accounting, Finance, Business Administration, 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.