Senior Coordinator – Revenue Operations

PeopleSoft Job Code / Title: 8136 / Global Finance Sr Coordinator
Department / Subdepartment: Global Finance / Practice Office Revenue Operations
Organizational Relationship: Reports to level 4 or above
FLSA Status: Exempt
UCM Level: Level 3
Last Updated: April 22, 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 Senior Coordinator – Revenue Operations is responsible for strategically managing inventory and revenue cycle activities, and assisting the firm to achieve its financial targets by providing an efficient and commercially focused service. The senior coordinator establishes relationships with internal and external stakeholders to gain knowledge of clients and matters, and accelerates revenue recognition by formulating and advising on governance, risk mitigation, and compliance strategies.

Essential Duties and Key Responsibilities

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

1. Formulates and provides innovative, commercially focused solutions to improve the management, engagement, and performance of the revenue lifecycle for the relevant office or practice group, exercising sound judgement and strategic discretion to minimize exposure to locked-up inventory and to mitigate financial and reputational risk
2. Manages the revenue lifecycle for a specified group of billing attorneys or matters, ensuring compliance with any related court requirements and strict filing deadlines where applicable ; acts as a trusted advisor and primary point of contact, establishing and maintaining strong internal and external client relationships while constructively influencing billing behavior and outcomes
3. Establishes frequent lines of communication, including regular meetings with billing attorneys, attorney support and other key stakeholders, to discuss Work-in-Progress (WIP) & Accounts Receivable (AR) to determine most appropriate course of action and reduce inventory days
4. Ensures compliance of all processes and systems throughout the revenue lifecycle against the relevant internal and external regulation and legislation, including Value-Added Tax (VAT), Criminal Finances Act Solicitor's Accounts Rules, and Money Laundering regulations, while proactively identifying and mitigating associated risk
5. Mentors Revenue Operations team members to create and maintain a high quality, punctual service for the office or practice group; maintains regular communication with team members to assist with team development
6. Promotes best practice for matter maintenance to ensure the judicious conversion of WIP to cash, including the accurate opening and timely closure of matters, effective use of Billed on

Account (BOA), and the strategic management of inventory; exercises discretion to advise on appropriate write-offs and clearly articulates the financial and business rationale supporting those recommendations

7. Provides strategic financial and statistical information to local leaders, Finance Committee, and Partners, sharing insight, guidance, and analysis that supports informed decision-making related to billing, collections, inventory management, and risk exposure
8. Delegates revenue tasks to Attorney Support and Revenue Operations team members, as appropriate
9. Handles production of credit notes, where necessary, and actively monitors the levels of credit notes produced due to imperfect billing, as required
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills, including excellent written and verbal communication; ability to interact with people at all organizational levels
- Ability to take initiative and work both independently and lead teams with a customer-service focus
- Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines and supervise the work of others to ensure compliance and accuracy, while using independent judgment for decision-making
- Ability to undertake large projects, develop alternative methods, and implement solutions
- Advanced proficiency in PC applications, including the Microsoft suite (PowerPoint, Word, and Excel), and Elite 3E
- Thorough knowledge of accounting, economic principles, and bookkeeping procedures such as posting, balancing, debits and credits, and journal entries
- Ability to comprehend and accurately perform mathematical functions
- Analytical skills needed to correctly comprehend and communicate data

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of two years' experience in accounting
- Typical years of cumulative experience: a minimum of five 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.