

# Senior E-Billing Coordinator

**Department:** Accounting and Finance

**Organizational Relationship:** Reports to the Global Account Services Supervisor

**FLSA Status:** Non-Exempt

**Last Updated:** February 29, 2024

## General Summary:

The Senior Electronic Billing Coordinator is responsible for the submission of electronic invoices to clients on a monthly basis, overseeing the transition of clients to e-billing, and providing follow-up support to attorneys, practice office staff, and clients in all aspects related to electronic billing.

## Essential Duties and Responsibilities:

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

1. Handles heavy volume of highly complex e-submission assignments for key corporate clients; ensures all client guidelines, internal protocol, and firm’s guidelines are followed during submission process
2. Acts as a liaison between billing attorney/secretarial staff, practice office billing staff, and clients’ staff assigned to electronic billing by providing expert level subject matter support
3. Liaises with billing attorney/secretary, practice office accounting staff, and client representatives in the resubmission of invoices; ensures corrective action is in place for future submissions
4. Populates, maintains and updates data for assigned clients in the 3E system and clients’ external web applications; ensures all relevant information is updated and correlated in the firm’s 3E system
5. Performs necessary technical and logistical tasks with internal staff, vendor staff, and clients’ designated personnel in the transition of clients to electronic billing
6. Works collaboratively with department’s supervisor to support e-billing systems by adding/removing user accounts, resetting passwords, assigning proper security levels, entering budgets, status reports, and matter profiles in various sub-systems
7. Performs ad hoc analyses of complex client accounts in regards to collections, rates, and reduced and rejected invoices
8. Completes special projects and ad-hoc requests regarding various issues as needed
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

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## *Education*

- High School Diploma or equivalent required
- Bachelor's degree in Accounting, Finance or related field preferred

## *Work Experience*

- A minimum of two years' experience with 3E Billing system required
- A minimum of two years' experience with E-billing vendors required
- A minimum of five years' experience involving general accounting practices required
- A minimum of four years' experience involving billing processes and practices required
- Knowledge of 3E's E-Invoicing module preferred

## *Knowledge, Skills & Abilities*

- Knowledge and experience with web based e-billing systems and vendors (e.g., Serengeti, Datacert, Tymetrix)
- Ability to test and troubleshoot multiple e-software applications, summarize findings and identify potential problem areas
- Ability to work with LEDES formats
- Knowledge of Ascii and XML formats is a plus
- Knowledge of basic accounting principles
- Ability to use Ten-key by touch
- 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
- Good communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Knowledge and proficiency in PC applications, including MS Office, particularly Word and Excel

## *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.