

Senior Revenue Coordinator

PeopleSoft Job Code / Title: 8063 / Sr Revenue Coordinator
Department / Subdepartment: Office Accounting
Organizational Relationship: Reports to the Revenue Supervisor or Senior Revenue Manager
FLSA Status: Exempt
UCM Level: 003
Last Updated: July 10, 2025

Role Overview

The Senior Revenue Coordinator is responsible for managing the office inventory and assisting the firm to achieve its financial targets by providing an efficient and commercially focused service. A key aspect of this role is establishing relationships in order to gain knowledge of clients and matters, understanding when a file will complete / has reached billing stage, ensuring invoices are raised in a timely manner.

Essential Duties and Key Responsibilities

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

1. Provide innovative solutions to improve the management, engagement and performance of the revenue lifecycle throughout the office, ensuring minimum exposure to locked-up inventory
2. Manage the revenue lifecycle of a specified group of billing attorney within the firm
3. Establish and maintain strong internal and external client relationships
4. Establish frequent lines of communication, including regular meetings with billing attorneys and attorney support, to discuss Work-in-Progress (WIP) & Accounts Receivable (AR) in order to determine most appropriate course of action and reduce inventory days
5. Update the billing attorneys on outstanding items which require action
6. Ensure 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
7. Mentor the team of Billing Coordinators and Billing Assistants to create and maintain a high quality, punctual service for the office
8. Maintain regular communication with the Manager and Billing Coordinators to assist with team development
9. Promote best practice for matter maintenance to ensure the judicious conversion of WIP to cash, including the accurate opening and timely closure of matters
10. Handle production of financial and statistical information for the Manager, Finance Committee, and Partners as requested, including judicious use of financial systems
11. Promote best practice and discipline of Billed on Account (BOA) use and ensures timely application against inventory
12. Delegate revenue tasks to Attorney Support, Billing Coordinator and Billing Assistant, as appropriate
13. Handle production of credit notes, where necessary, and actively monitors the levels of credit notes produced due to imperfect billing, in an attempt to reduce

©Copyright 2025 Latham & Watkins. All Rights Reserved.

14. Process invoices for identified clients on an ad hoc basis
15. Promote effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Excellent verbal and written communication skills essential
- Ability to build relationships
- Strong technology skills, including intermediate knowledge of MS Office and Excel
- Knowledge of 3E, CMS or similar legal accounting systems
- Ability to work proactively under pressure
- Strong organizational skills
- Ability to manage and prioritize own workload in order to meet deadlines
- Knowledge of VAT guidelines
- Knowledge of Solicitors Accounts Rules
- Knowledge and understanding of e-billing systems is preferable
- Knowledge and understanding of billing in a foreign currency and associated issues

Position Specifications*Typical Experience*

- A minimum of eight years' experience working in a legal or professional services environment including exposure to billing, VAT and disbursements required

Education

- High school diploma, A-level standard, or equivalent 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.