

Billing Coordinator

Accounting Department

Apply

Qualifications:

- A four-year college degree is preferred, with a minimum of two years' experience in a finance, accounting, or billing role.
- Must have strong technology skills, including MS Office Suite and an ability to leverage technology in work processes. Utilize accounting tools for tracking client specifics and for reporting.
- Position requires outstanding written and verbal communication skills, excellent organizational skills, and the ability to strategize, multi-task, and prioritize.
- An exemplary customer service mindset, be highly motivated, and enjoy a team-oriented atmosphere.
- Must have a commitment to proactive communication and exceptional follow through skills.
- Must be very flexible, self-motivated, and highly committed to quality, customer service, teamwork, and supporting Firm and department goals in a fast-paced environment.

Duties and Responsibilities:

- Responsible for managing portfolio of client billing, providing status reports to management and lawyers as needed.
- Understand and comply with individual client billing guidelines.
- Proactively monitor E-billing progress, including status reporting.
- Revise and resubmit short-paid and rejected invoices.
- Responsible for the analysis, coordination, and resolution of billing issues, including ensuring appropriate communications with involved parties is consistently maintained.
- Ability to understand, communicate, and explain complex billing arrangements with/to senior lawyers and management.
- Process client bills (making/confirming appropriate edits to drafts).
- Review finalized invoices for quality.
- Ensure monthly billing is completed by Firm deadlines.
- Assist billing lawyers with client requests including budgets, special requests, and various client reports.
- Utilize accounting tools for tracking client specifics
- Participate in our customer support process.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Non-Exempt

Reports To: Assistant Director of Billing

Workplace Type: Remote (must be local to BO office)

Salary range is \$61,000-\$77,000.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

View Covington job applicant privacy notice here:

<https://www.cov.com/en/job-applicant-privacy-notice>

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.

Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance