

Billing Coordinator

Accounting Department

Email Resume [Here](#) to 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 DC office)

Salary range is \$69,000-\$97,000.

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>

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