Client Accounts Compliance Coordinator

Accounting Department

Summary:

The Client Accounts Compliance Coordinator administers the high-level review of our clients' billing agreements, engagement letters, and outside counsel guidelines. Responsibilities include coordination and implementation of the compliance process to ensure clients' billing arrangements and guidelines are executed within the 3E accounting system. Additional duties include support of the Client Accounts team with the set-up of the client files, employee set-ups, and performing research and responding to inquires as requested.

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Qualifications:

- Bachelor's degree preferred.
- Minimum 2 years client accounting/billing experience in a law firm or professional services environment.
- Hands on systems skills with Elite, Excel, Access and similar programs.
- Must have excellent technical skills including MS Office and billing software in a professional services environment, strong communications skills, professionalism, and exceptional interpersonal skills.

Duties and Responsibilities:

- Works closely with the Senior Client Accounts Manager, matter maintenance coordinators, and client agreements team regarding daily review, reconciliation and tracking of pending and finalized client fee arrangements.
- Oversees review of outside counsel guidelines and engagement letters from clients to ensure billing terms and conditions are set-up and executed in the 3E accounting database and consistent with our understanding with the client; and ensures proper senior attorney and Business Committee approvals are obtained.
- Manages and maintains new business forms, engagement letters, waiver letters, non-disclosure letters, updated billing guidelines, and other documentation relevant to matter preservation in iManage.
- Compile, disseminate and be well versed on client billing requirements and matter-specific rate structures.
- Performs research and responds to inquires as requested. Offers solution options for various situations and actively seeks to enhance knowledge of all matter-related arrangements, procedures, and departmental processes.

Status: Non-Exempt
Reports To: Senior Client Accounts Manager
Workplace Type: Remote (must be local to DC office)