eBilling Manager

Accounting Department

Apply

Qualifications:

- A four-year college degree is preferred, with a minimum of five years' experience in a senior finance, accounting, or eBilling role within an international law firm.
- Demonstrated experience leading and managing teams in a professional services environment.
- Strong technology proficiency, including advanced knowledge of Microsoft Office and the ability to leverage technology and accounting tools to support reporting and client-specific eBilling requirements. Advanced knowledge of eBillingHub.
- Excellent written and verbal organizational abilities and the capacity to prioritize and manage multiple deadlines in a fast-paced environment.
- Proven customer-service orientation, strong follow-through, and a demonstrated commitment to quality, teamwork, and service excellence.

Duties and Responsibilities:

- Oversee the firmwide eBilling process to ensure accurate and timely submission of invoices through various client-mandated eBilling platforms.
- Monitor and manage billing deadlines to ensure compliance with client billing guidelines and contractual requirements.
- Develop, implement, and maintain consistent eBilling best practices designed to support accuracy, efficiency, and scalability across all firm offices.
- Evaluate existing eBilling workflows and lead initiatives focused on process improvements, automation, and operational efficiency.
- Supervise, mentor, and develop assigned team members; collaborate with the Director of Billing on hiring, training, performance management, and retention efforts.
- Provide support on special projects and initiatives, including new software implementation and other department priorities as needed.
- 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: Exempt
Reports To: Director of Billing and Collections
Workplace Type: Remote

Salary range is $122,000-$160,000 dependent on experience level and varies based on geography/ candidate location.

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We welcome applications from candidates who are authorized to work in the United States for any employer. Please note that the firm is not able to provide or assume employment visa sponsorship for this position.

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

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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.