Rate Coordinator

Accounting Department

Summary: The Rate Coordinator assists with the implementation and maintenance of the Firm's billings rates and fee arrangements and coordinates the compliance process to ensure clients' outside counsel guidelines are being executed.

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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.
- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required. Covington will provide reasonable accommodation(s) based on medical or religious grounds for qualified candidates.

Duties and Responsibilities:

- Analyzes, manages, and reports the accuracy, integrity and compliance of client account data and documentation.
- Assists the team with general maintenance requests including matter reopening and closing, address changes, client name changes, and requests for billing lawyer name changes.
- Comprehends the Firm's annual rate scales and has a knowledge of the individual timekeepers' rate set-ups.
- Compiles, disseminates, and well versed on client billing requirements and institutionalized discounts.
- Assists with implementation and management of rates and fee arrangements including annual increases and determines best practices for rates set up. Communicates directly with lawyers on their implementation of annual increases and provides analyses.
- Assists with the implementation of international office local rate set up; and ensures compliance requirements.
- Provides daily quality control review of newly opened client matters to ensure fee arrangement set-up is consistent with outside counsel guidelines, engagement letters; and ensures proper approvals of discounts are obtained.
- Maintains database of pending rate negotiations and approvals including e-billing vendor approvals and regularly communicate status to billing lawyers.
- Documents and tracks firm-wide client discounts and ascertain best practices for discount set up in Accounting database.
- Provide e-billing team accurate listings of timekeeper rates for submission to 3rd party vendors for both the annual increase process and monthly as needed for new timekeepers.

Duties and Responsibilities (continued):

- Provides analyses for use by Firm Management in the periodic review of non-standard fee arrangements.
- Offers solution options for various situations and actively seeks to enhance knowledge of all rate procedures and processes.

Status: Non-Exempt
Reports To: Client Accounts Manager