

Revenue Coordinator

Accounting Department

Summary:

To contribute to the firm's efforts to develop the skills and understanding of maintaining good client relationships while successfully collecting past due accounts. To be in the line of communication to the client and partner to manage the accounts receivable portfolio, and to resolve any open items on the account and proactively address delinquent accounts. Must maintain communication with billing partners on status of client account and resolution.

Email Resume [Here](#) to Apply

Qualifications:

- 2+ year experience using an accounting software system and 2+ year prior administrative accounting support required.
- Strong excel skills, to include creating tables, formatting and knowledge of basic formulas required.
- Must be detail-oriented and have excellent follow through.
- Excellent verbal and written communication skills.
- Ability to correspond directly with clients via email or telephone.
- Must be a self-starter and able to work independently.
- Law firm experience is a plus, including knowledge of law firm billing.
- Experience with automated collection systems a plus.

Duties and Responsibilities:

- Work closely with the Revenue Manager to coordinate all aspects of receivables.
- Perform routine receivables functions, including Cash Posting.
- Ability to reconcile client accounts for a portfolio in multiple currencies.
- Assist with the preparation of various reports for the Revenue Manager.
- Acts as back-up for other positions within the Revenue team.
- Complete special projects regarding accounts receivables for the Revenue Manager and others as requested.
- Coordinate research projects and disseminates workflow among Revenue Team when necessary.
- Build and nurture client relations to enhance Revenue.
- Handle research and reconciliation of delinquent account issues.
- Demonstrate organization and time management skills.
- Work with minimal supervision.
- Timely and regular attendance.
- Monitor accounts receivable for past-due policy compliance.
- Communicate to client and/or billing partners to identify open items.
- Research, document and resolve open items.
- Prepare audit letters for Manager's review.
- Work in collaboration with billing and general ledger department to resolve posting errors.

Duties and Responsibilities (Continued):

- Other duties as assigned.
- 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: Revenue Manager

Workplace Type: Remote (must be local to D.C.)

Salary range of \$61,000- \$77,000 dependent on candidate experience and candidate location.

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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