Senior Rate Coordinator

Accounting Department

Summary:
The Senior Rate Coordinator manages 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.

Email Resume Here to Apply

Qualifications:

- Bachelor's degree required.
- Minimum 3 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:

- Responsible for analyzing, managing and reporting the accuracy, integrity and compliance of client account data and documentation.
- Supervises the maintenance process for new matter set-up of clients and matters including fee arrangements, task coding, address and formats. General maintenance including matter reopening and closing, address changes, client name changes and requests for billing attorney name changes.
- Oversees review of outside counsel guidelines and engagement letters from clients to ensure discounts in accounting database are consistent with our understanding with client. Ensures proper approvals of discounts are obtained.
- Compile, disseminate and be well versed on client billing requirements and institutionalized discounts.
- Implement and manage rates and fee arrangements including annual increases and determine best practices for rates set up. Communicates directly with attorneys on their implementation of annual increases and provides analyses.
- Maintains database of pending rate negotiations and approvals including e-billing vendor approvals and regularly communicate status to billing attorneys.
- Document and track 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.

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Duties & 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.

- 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: Senior Client Accounts Manager
Workplace Type: Remote (must be local to DC office)

Salary range of $75,000- $106,000.