



Billing Coordinator – Baton Rouge

Kean Miller is seeking a Billing Coordinator to work in our Accounting Department in downtown Baton Rouge. This position is responsible for the coordination of the client billing process. This includes reviewing and maintaining billing memos, preparing billing memos and/or invoices for review by the billing partner, coordinating the processing of the bills and ensuring client guidelines are followed. Electronic billing is a main function of the Billing Coordinator's responsibilities.

Responsibilities include but are not limited to:

- Compiles and bills timekeeper hours and client costs every month or as directed by the billing attorney
- Submits invoices to Accounts Receivables as directed
- Executes complex bills in a timely manner (i.e. multiple discounts by matter, split-party billing, and preparation of electronic bills)
- Reviews and verify accuracy of billing and supporting documentation as required
- Researches and responds to inquiries regarding billing issues and problems
- Reviews new matters set up in Electronic File Opening System daily and verify/ enter billing instructions in Elite and Aderant Expert for all new matters
- Maintains and is familiar with client billing guidelines for all assigned clients; keeps others in Billing department informed of changes
- Creates and distributes monthly reports
- Utilizes computerized accounting and billing software programs (Elite, Aderant Expert, Electronic File Opening System, Timekeeping System, Excel, Word, PDF Converter, and Redwood as needed) for billing and reporting
- Assists with special projects as needed

Job Requirements:

- High School diploma equivalent or higher. College degree preferred
- 2 - 3 years billing experience in professional services firm. Law Firm experience a plus
- Able to work under pressure, independently as well as with a team

- Excellent communication skills are required with both attorneys and staff to ensure accurate and timely billing is accomplished
- Proficient computer skills including Microsoft Office products, with strong focus on excel. Experience with a comprehensive accounting system a plus

Kean Miller provides its employees with highly competitive salaries and benefits, a great working environment, stability, generous paid-time off, and a 401K plan. Employees are recognized and rewarded for their achievements through annual performance evaluations and salary reviews.

For consideration, please submit a confidential resume to hr@keanmiller.com