

LEGAL BILLING SPECIALIST – Cleveland Office

Responsibilities Include:

- Handling all aspects of client bill preparation according to client and attorney specifications, including but not limited to, processing edits, printing and mailing invoices
- Preparing and submitting electronic invoices in accordance with client guidelines, as well as researching and resolving issues associated with electronic invoicing
- Maintaining up to date client invoice guidelines
- Respond to attorney and client inquiries regarding billing

Required Skills & Experience:

- At least three years of billing experience, law firm or professional services environment preferred
- Knowledge of Electronic Billing Systems such as Legal Exchange, Bottom Line Technologies, Allegient, TyMetrix and Counselink
- Strong computer skills including proficiency in Microsoft Word, Excel and Outlook
- Have good organizational and analytical skills, be able to handle multiple demands, prioritize tasks and handle the pressure of meeting deadlines
- Able to work in a team environment as well as independently, and possess excellent interpersonal and communications skills
- Ability to deal with all types of personalities