Baker Sterchi COWDEN & RICE

JOB POSTING

Posted	Position	Contact
2/7/2025	Billing Specialist Kansas City	resumes@bakersterchi.com

Baker Sterchi Cowden & Rice LLC is seeking a highly motivated and skilled Billing Specialist within the accounting department in the firm's Kansas City location.

The ideal candidate is detail-oriented and enjoys working with others. Strong organizational skills, the ability to work efficiently under pressure and quickly learn and integrate new technical skills and knowledge are required for success in this position. At least five years of legal billing experience, including electronic third-party billing applications, is required.

Duties and Responsibilities

- Handle heavy volume of highly complex billing and electronic billing for clients throughout the entire process including prebill generation and edits, updating matter and attorney rates, and running client reports.
- Review client billing guidelines and examine work for accuracy and conformity to client guidelines and firm policies and procedures.
- Assist with identification and reconciliation of payments received.
- Pro-actively monitor aging of client's unbilled fees and cost and A/R for assigned billing attorneys.
- Coordinate billing and collection efforts with billing attorneys on behalf of the accounting department.
- Act as liaison between billing attorney/legal administrative assistant, billing team, and client, providing expert level subject matter support.
- Work with billing attorney/legal administrative assistant, billing team, and client representative in the resubmission of invoices, ensuring corrective action is in place for future submissions.
- Populate, maintain, and update data for assigned clients in the billing system and clients' external web applications, ensuring all relevant information is updated in the firm's billing system.
- Communicate effectively and timely with manager, clients, e-billing vendors, attorneys, and legal administrative assistants on all billing-related issues.
- Work with the Director of Accounting and Billing Manager to identify billing trends and proactively seek ways to improve current processes and maximize efficiency.

Baker Sterchi offers competitive compensation and comprehensive benefits, medical, dental, vision, basic and voluntary life insurance, long-term disability insurance, and 401K matching.

Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi is a civil litigation defense firm with offices in Missouri, Kansas, Illinois, Washington and Oregon. The firm provides comprehensive legal services across a broad range of practice areas, including commercial and business litigation, construction, employment and labor, insurance coverage and defense, law enforcement and civil rights, government liability, medical malpractice, premises liability, product liability, professional and management liability, trial practice and consulting, and transportation litigation. With a team of attorneys who bring decades of courtroom experience, Baker Sterchi is widely recognized for its trial skills and commitment to client service. For more information, visit bakersterchi.com.