JOB POSTING

Posted	Position	Contact
8/12/2024	Billing Specialist St. Louis	resumes@bakersterchi.com

Baker Sterchi Cowden & Rice LLC is seeking a highly motivated and skilled Billing Specialist within the firm's accounting department in the St. Louis office. 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 three years of legal billing experience, including electronic third-party billing applications, is required. All candidates must understand the importance of upholding client confidentiality.

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, including 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

For over 40 years, Baker Sterchi Cowden & Rice LLC has provided services in the areas of appellate, commercial, complex (class action and multi-district), cyber liability/privacy and data breach, employment and labor, financial services, insurance defense and coverage, medical malpractice, personal injury, premises liability, products liability, professional and management liability, and toxic and mass tort litigation.

With offices in Missouri, Illinois, and Kansas, Baker Sterchi Cowden & Rice attorneys practice throughout the United States serving national, regional and local companies and professionals in a variety of industries including the arts, banking, construction, consumer products and services, entertainment, food and beverage, healthcare, hospitality, insurance, leisure, medical device, pharmaceutical, propane, retail, and transportation (aviation, automotive, railroad, recreational, and trucking) industries. For more information, visit www.bakersterchi.com.