

## BILLING SPECIALIST

### Job Responsibilities, including but not limited to:

We are seeking an experienced full time Billing Specialist for our busy and growing law firm. The ideal candidate will be responsible for preparing client invoices and statements. Candidate must be comfortable in a fast-paced working environment.

### Qualifications

- Generates new pre-bills upon request
- Processes pre-bills and edits finalized timecards upon request to create invoices
- Review and validate invoices for ebilling; submits electronic bills
- Generates invoice copies as needed for attorneys and legal assistants
- Resolves billing inquiries
- The equivalent of a high school education.
- Two or more years on-the-job billing experience.
- Excellent attention to detail.
- Proficient in Microsoft Excel and Adobe Acrobat Professional.
- Must have strong interpersonal communication skills.
- Must have excellent organizational ability.
- Must be able to handle highly sensitive and confidential information in a professional manner.
- Must be able to relate professionally and work cooperatively with firm personnel at all times.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulations, pass post-offer drug test, and pass postemployment physical exam, if required.
- Must be capable of performing the essential job functions of this job, with or without reasonable accommodations.

To apply, visit [mitchellwilliamslaw.com/careers](http://mitchellwilliamslaw.com/careers). For more information, contact our Director of Human Resources Melissa Trelfa at 501-688-8838 or [mtrelfa@mwlaw.com](mailto:mtrelfa@mwlaw.com).