

Billing Specialist, Workplace and Campus Investigations Law Firm - Sacramento

Van Dermyden Maddux Law Corporation is seeking a full-time Billing Specialist for its growing practice. This position will be located in the Firm's Sacramento office, but will perform functions for both the Sacramento and San Rafael offices. This position is responsible for performing the billing, collections, and Attorney expense tracking functions of the Firm and requires a strong bookkeeping and computer background. Previous experience in a law firm setting is a plus. For information on our unique practice, please visit www.vmlawcorp.com.

Key Responsibilities include:

- Open new matters in the Firm's timekeeping and billing program, Clio
- Prepare and send engagement letters to clients
- Track the status of and follow-up on engagement letters
- Upload executed engagement letters and contracts to the billing program
- Track client-specific billing requirements and distribute to Attorneys and Professional Staff, as needed
- Review monthly time and expense entries for accuracy and edit, as needed
- Enter monthly expenses into the billing program and prepare Attorney expense reimbursement requests
- Prepare and send monthly billing invoices
- Submit E-bills using various vendor sites and ensure successful transmission
- Follow-up on outstanding bills
- Process and track client payments
- Other projects, as assigned

Requirements:

- Previous experience in a law firm setting, highly desirable.
- Experience with QuickBooks highly desirable. Experience with Clio for billing is a plus.
- Must possess strong administrative, organizational and communication skills.
- Must be able to maximize time and effort in addressing position responsibilities, as well as quick adaptation to changes in priorities.
- Must possess the ability to work in an interactive team environment with a customer service focus, both internally and externally.
- A background check is required.

This is a full-time, non-exempt position. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Compensation will be determined based on qualifications and experience. Excellent benefits provided.

To Apply:

Please submit a cover letter and resume to:
Jennifer M. Maguire, Chief Operating Officer
Van Dermyden Maddux Law Corporation
2520 Venture Oaks Way, Suite 450
Sacramento, CA 95833
jmm@vmlawcorp.com

Van Dermyden Maddux Law Corporation is dedicated to the goal of building a culturally diverse and pluralistic staff committed to investigating and working in a multicultural environment.