Billing Specialist

San Francisco

The Billing Specialist at KVP contributes their expertise to the daily operations of the Billing Department with regards to providing an accurate and timely completion of assignments and inquiry responses and ensuring that all tasks and duties completed are done within the firm's set guidelines and policies. Reporting directly to the Accounting Manager, your responsibilities as a Billing Specialist will include coordinating the activities of the billing process and performing complex billing duties while accomplishing these and other critical functions:

**POSITION RESPONSIBILITIES:**

* Acting as a liaison between billing attorneys, billing secretaries, legal attorneys, and/or organization (customers), and the billing staff; responding to internal and external inquiries in a timely manner.
* Become familiar with billing rate structures including potential discounts.  Check rates and guidelines; set up e-billing and update attorneys as needed.
* Update Client and or Attorney notes within the system of record to ensure invoices are accurate to ensure timely collections of amounts due.
* Keep accurate records Billing Rates and Notes.
* Review invoices in depth; finalize invoices and submit in formats meeting attorney and client requirements.  Review invoice templates and ensure client specifications are met; review invoices to ensure e-billing requirements have been met and guidelines are being adhered to; respond to any internal and external client inquiries related to client/matters.
* Concisely communicate the billing and collection arrangements with clients on their matters.
* Establish effective backup support processes to ensure seamless support for all portfolio matters.
* Preparing and analyzing complex client billing.
* Providing accurate and timely completion of assignments and inquiry responses; ensuring that all tasks and duties completed are done within the firm's set guidelines and policies.
* Print and distribute proformas; work with attorneys to edit and finalize bills.
* Providing project analyses as directed, utilizing Elite system for various analytical reports.
* Utilizing computerized billing and payable software modules to complete the billing process.
* Assisting with special projects on various issues as needed.
* Strong attention to detail and ability to follow instructions with high degree of accuracy.

**DESIRED QUALIFICATIONS:**

* Ability to apply organizational and communication skills while displaying a positive high energy attitude.
* Strong organizational skills, time management skills and the ability to prioritize and handle multiple deadlines.
* Strong written and verbal skills and the ability to handle confidential and sensitive information with the appropriate discretion.
* Possess strong knowledge of PC applications especially MS Excel.
* Knowledge of the various e-billing systems.
* Familiar with 3E and/or Aderant accounting software

**About Keker, Van Nest & Peters**

For more than 40 years, Keker, Van Nest & Peters has litigated complex, high-stakes civil and criminal cases throughout the nation. We take cases where companies, products, and careers are riding on the result. Our clients are high-profile individuals, as well as some of the world’s most successful companies, including Comcast, Genentech, Google, Lyft, Major League Baseball, Meta, Netflix, and Qualcomm. Recently we have been named as *The Recorder’s* Tech Litigation Department of the Year and *The American Lawyer’s* Litigation Boutique of the Year, among many additional prestigious recognitions. The firm not only prides itself in its record of success at trial, but in the office culture it maintains.

Our firm’s hybrid work policy includes 3 days in-office work and 2 days remote work weekly. Our office, in the historic Jackson Square district of San Francisco, features brick and timber architecture, an eclectic modern art collection, and an open-door policy. The office environment is fast-paced, dynamic, and informal. Enjoy the camaraderie of a smaller firm that values each team member’s contributions. Salaries and benefits are competitive with the legal market. If this sounds like a good fit, we are excited to hear from you. Please email your cover letter and resume to Jeanne Freed, Human Resources Manager, staff[recruiting@keker.com](mailto:recruiting@keker.com).

The salary range for this California based role is $75,000 to $95,000 and represents the firm’s good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend on several factors, including but not limited to, the candidate’s years of experience, qualifications, and skill set.

*Keker Van Nest & Peters LLP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression,**reproductive health decision-making or any other characteristic protected by federal, state, or local laws.  This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*