

## **Law Firm Billing Clerk Position Description**

Kramer Rayson is seeking a qualified candidate for an opening as a billing and receivables clerk. The position compiles, manages, and executes firm billings and receipts as well as a variety of other accounting and bookkeeping duties. This position maintains contact with and assists attorneys, staff, vendors and clients.

Kramer Rayson has been one of Knoxville's leading law firms with a history of providing a great place to work since 1948. This is a full-time position with competitive pay and extraordinary benefits. If interested, please send a resume and any additional information to its Executive Director, Marc A. Upchurch at [mupchurch@kramer-rayson.com](mailto:mupchurch@kramer-rayson.com).

### **Essential Job Functions:**

- Compiles and posts bills for attorney hours to clients every month.
- Reviews and edits pre-bills in response to attorney and secretary requests.
- Apply retainer funds as directed by attorney.
- Process write-offs following Firm policy.
- Ability to execute complex bills in a timely manner (i.e., multiple discounts by matter, split-party billing, preparation of electronic bills).
- Ability to handle a high volume of bills per month.
- Ability to effectively interact and communicate with attorneys, secretaries, and clients.
- Review and verify accuracy of billing and supporting documentation as required.
- Research and respond to inquiries regarding billing issues and problems.
- Create new billing formats as needed.
- Create billing schedules and various other billing analyses as required.
- Creates and prints final client billing.
- Creates and distributes monthly reports.
- Utilizes computerized accounting software programs (CMS, Excel, Word) to perform duties and responsibilities.
- Operates office equipment including personal computer, copiers, fax machines and 10-key calculator.
- Reads, uses and is familiar with computer systems manuals and procedures, maintains and updates procedural manuals as needed.
- Positive and service oriented attitude
- Ensures strict confidentiality at all times.
- Assists with special projects as needed.

### **Education, Experience and Skills:**

- College level accounting classes or Accounting Degree
- 1-5 years of hands-on billing experience (preferably in a service industry similar to a law firm)
- PerfectLaw (or equivalent accounting software) experience
- Demonstrated proficiency with MS Office
- Ability to multi-task and prioritize
- Ability to organize work flow and use time efficiently
- Ability to show strong attention to detail
- Ability to anticipate work needs and follow through with minimum direction, follow up on own initiative