



**Job Title:** Billing Coordinator  
**Department:** Operations  
**Reports to:** Billing and Collections Manager  
**Level:** Non-exempt  
**Last Updated:** 2020

**Essential Functions:**

- Administer client billing process
- Process and maintain progress billing requests & schedules
- Post and mail client invoices daily
- Monitor and process billing on WIP > 180 days old
- Set up on new clients in Practice Management, Document, XCM & Portal
- Maintain client database in Practice Management
- Maintain client projects and XCM
- Oversee time and expense entries in Practice Management
- Prepare reports from Practice Management as requested
- Provide training to new bill managers as requested
- Make changes/updates to all client data in Document & Portal
- Respond to client questions and requests
- Administrative duties as needed, including but not limited to internal accounting and IST
- Other duties as assigned

**Education, Experience, and Skills:**

- Associate or bachelor's degree required, emphasis on accounting preferred
- Minimum 3 years of accounting related experience
- Knowledge of accounting firms a plus
- Strong eye for detail
- Self-sufficient
- Strong working knowledge of Microsoft Office (Word, Excel, and Outlook required)

**Expectations:**

- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with manager and partners.
- Perform work with confidence and pride, follow through to completion.
- Dependable.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past experience.
- Work in a safe, clean and employee friendly atmosphere.
- Work personal/professional development plan.
- Must have flexibility with work schedule.

**Working Conditions:**

- Minimal hazards. General office working conditions.
- Periodic evening and/or weekend work.



By signing below I acknowledge I have read and reviewed this job description and understand my job responsibilities:

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Employee Signature and Date

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

EOE