

STEARNS WEAVER MILLER

Billing and Collections Coordinator

Stearns Weaver Miller, a full-service commercial law firm serving clients throughout Florida; is seeking an experienced full time Billing and Collections Coordinator to work from our Downtown Miami office. The Billing and Collections Coordinator performs a variety of billing and collections activities. Learn more about us at stearnsweaver.com.

Responsibilities

- Review past due client A/R and Work-in-process
- Must update and maintain notes, comments, follow-up dates and tasks for assigned portfolio
- Respond to and resolve queries from attorneys and clients regarding payments
- Research billing discrepancies and special payment arrangements
- Work with Billing Department and Client Cash Application to resolve collection and billing issues as needed
- Access and use various e-billing platforms to check status of invoices as necessary
- Generate and analyze reports related to timing of payments or as needed by billing attorneys
- Special projects as assigned
- Prepare and submit monthly invoices
- Review and ensure all client guidelines, internal procedures and firm guidelines are followed and kept up to date in a timely manner
- Act as a liaison between billing attorney and clients to address billing and/or payment questions and issues
- Assist with special billing projects and attorney requests
- Work directly with the attorneys, managing all aspects of billing and monitoring unbilled and accounts receivable balances

Requirements

- Microsoft Office 2016 knowledge with Excel and Outlook
- Must be experienced with law firm billing processes (both paper based and electronic billing) and have several years of experience
- Must be able to work independently
- Must be extremely organized and self-starting
- Must have a minimum of 5 years of hands-on experience with law firm A/R processes
- Knowledge of Elite 3E software a plus
- Knowledge of Star Collect or Star Cash a plus
- Excellent written and oral communication skills
- High degree of initiative and ability to plan, prioritize and manage multiple tasks
- Ability to establish and maintain good relationships with individuals at many levels of internal and external organizations
- Proficiency with Microsoft Word
- Ability to work in a team environment with a customer service focus

To apply, please email your resume to legalrecruiting@stearnsweaver.com indicating the title and office of the position in the subject.

Stearns Weaver Miller is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, veteran status, marital status, citizenship, ancestry, pregnancy, familial status, actual or perceived status as a victim of domestic violence, dating violence or stalking, or any other legally protected status entitled to protection under federal, state, or local anti-discrimination laws.