

# brownrudnick

**Job Title:** Billing Coordinator  
**Department:** Finance  
**Reports to:** UK Finance Manager  
**Office:** London

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## **Position Summary:**

Brown Rudnick has an immediate opening for a Billing Coordinator in the Finance Department of the London office. Billing Coordinators are assigned to attorneys and provide assistance in all phases of client billing, from producing monthly proformas to working with the credit group. Brown Rudnick is looking for a detail oriented professional to handle to fill this position.

## **Responsibilities:**

- Producing and distributing monthly proformas for all assigned billing attorneys from the Aderant Accounting System.
- Editing proformas based on billing attorneys' instructions.
- Creating and issuing invoices and/or processing write offs for all clients in the Aderant Accounting System, based on billing instructions.
- Responding to billing attorney's requests for client information.
- Working with the credit group to facilitate processing of certain client arrangements.
- Assist in projects as they arise.

## **Qualifications:**

- Minimum two years of legal billing experience required in a high volume automated environment.
- Minimum of two years of accounting experience.
- Strong analytical skills.
- Experience with electronic billing.
- Proficient in Microsoft Excel and Word.
- Experience with Aderant is required.
- Knowledge of VAT rules and regulations.
- Excellent verbal and written communications skills.
- Strong customer service focused.
- Revenue Control.

*Brown Rudnick is an Equal Opportunity Employer*