

BILLING COORDINATOR - Sacramento

Weintraub Tobin is seeking a Billing Coordinator to assist the Firm's Accounting and Finance Department. This position will report directly to the Chief Financial Officer and/or Controller. This is a full-time (40 hours/week), Sacramento, CA based position. Salary will be commensurate with experience.

RESPONSIBILITIES

- Perform and process daily billings including review of billing data for any errors.
- Resolve billing issues directly with attorneys and clients.
- Apply trust and retainer funds as directed.
- Create and distribute monthly pre-bill report of outstanding pre-bills and distributes to billing attorney, practice group leader and CFO.
- Edit pre-bills in response to attorney or secretary requests.
- Provide back-up support to A/P and A/R.
- Assist with month end tasks (i.e. trust balancing and interest).
- Process write-offs based on Firm policy.
- Provide remote assistance to the San Francisco, Los Angeles, Newport Beach and San Diego office locations.
- Make collection calls.
- Provide other duties as needed and assigned by Firm management.

SKILLS AND ABILITIES

- 2-4 years of billing, A/P, and light bookkeeping experience within a law Firm or other professional services industry.
- Experience with computer software programs including Excel and Word.
- Experience with Orion accounting software program a plus
- Experience e-billing sites (e.g. Tymetrix, Counsellink, Legal eXchange, Legal Tracker, etc.) a plus.
- Strong attention to detail and high level of accuracy.
- Strong analytical and organizational skills.
- Ensures strict confidentiality at all times.
- Ability to effectively interact and communicate with all levels of the Firm (i.e. shareholders, other attorneys, Firm management, and other staff).

ABOUT WEINTRAUB TOBIN

Weintraub Tobin is an innovative provider of sophisticated legal services to dynamic businesses and business owners, individuals, emerging companies, and nonprofits. From locations in Sacramento, San Francisco, Los Angeles, Orange County, and San Diego, more than 70 attorneys assist clients throughout California with business and litigation needs, including corporate law, finance and tax law, labor and employment, real estate, intellectual property, entertainment, and digital media. We maintain our leadership position by creating a value-added, trust-based relationship with our clients, supporting our local communities, and developing deep subject-matter expertise. We offer a supportive and collegial environment where individual contributions are recognized and celebrated, and hard work is balanced with personal fulfillment and responsibilities.

EQUAL EMPLOYMENT OPPORTUNITY

The Firm is an equal opportunity employer. It is Firm policy to provide equal opportunities to all qualified individuals regardless of race, color, creed, religion, national origin, sex, age, physical or mental disability, medical condition, marital status, sexual orientation, sexual identity, genetics, veteran status, or any other class protected under federal, state, or local law. This policy applies to all terms and conditions of employment. It is the intent of the Firm to comply with all applicable federal and state laws with respect to fair employment practices. The Firm will provide reasonable accommodation to qualified applicants and employees with a known disability or medical condition or for an employee's religious beliefs provided the accommodation does not cause undue hardship to the Firm. Any applicant or employee with a qualifying disability or medical condition, or a religious practice, that requires an accommodation in order for the employee to perform the essential function of his or her job, should contact the Human Resources to discuss it further so the Firm can determine if a reasonable accommodation exists and can be provided.

Qualified candidates should send their resume and cover letter to recruiting@weintraub.com.