

Job Description:

eBilling Administrator

Overview:

The eBilling Administrator oversees and manages the electronic billing (eBilling) processes within the legal department. The role ensures timely and accurate processing of invoices, compliance with billing guidelines, and effective communication with internal stakeholders and external vendors.

Key Responsibilities:

- Invoice Management:
 - Process, review, and validate legal invoices through the eBilling system.
 - Ensure compliance with company billing guidelines and policies.
 - Address and resolve discrepancies or issues with invoices promptly.
- System Administration:
 - Maintain and update the eBilling system (e.g., Serengeti, Tymetrix, Legal Tracker).
 - Train team members and vendors on eBilling procedures and software usage.
 - Implement updates or improvements to the eBilling system to enhance efficiency.
- Vendor and Internal Communication:
 - Serve as the primary point of contact for law firms and vendors regarding billing inquiries.
 - Coordinate with internal departments such as Finance, Accounting, and Procurement.
 - Provide guidance on billing processes to ensure smooth operations.
- Reporting and Analysis:
 - Generate and analyze reports on legal spend and vendor performance.
 - Track key performance indicators and identify cost-saving opportunities.
 - Provide data for budgeting and forecasting purposes.
- Compliance and Policy Enforcement:
 - Monitor adherence to billing guidelines and legal department policies.
 - Conduct audits to ensure accuracy and compliance.
 - Develop and update billing policies as needed.
- Support Legal Operations:
 - Assist in developing and implementing best practices for legal billing and operations.
 - Collaborate on process improvement initiatives and special projects.

Qualifications:

- **Education:** Bachelor's degree in Finance, Accounting, Business Administration, or related field preferred.
- **Experience:**
 - 3+ years of experience in legal billing, accounts payable, or related roles.
 - Proficiency in eBilling systems and legal operations software.
 - Strong analytical and organizational skills.
 - Excellent communication and interpersonal skills.