



Job Description

eBilling Administrator

Overview

The eBilling Administrator manages the Legal Department's electronic billing (eBilling) processes, ensuring accurate invoice processing, compliance with billing guidelines, and clear communication with internal and external partners.

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 invoice discrepancies or issues 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.
- Support updates or improvements to the eBilling system to enhance efficiency and usability.

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 support smooth and consistent operations.

Reporting and Analysis

- Generate and analyze reports on legal spend and vendor performance.
- Track key performance indicators and surface 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.
- Support the development and maintenance of billing policies as needed.

Support Legal Operations

- Assist in implementing best practices for legal billing and support broader Legal Operations initiatives as needed.
- Collaborate on process improvement initiatives and special projects.

Qualifications

Education: Bachelor's degree preferred.

Experience

- 3+ years of experience in legal billing, accounts payable, or related roles.
- Proficiency in eBilling systems and related Legal Operations software.
- Strong analytical and organizational skills.
- Excellent communication and interpersonal skills.