



Billing Coordinator – Chicago, IL

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice. We currently have more than 75 lawyers in offices in Chicago, San Francisco, Ann Arbor and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions and general litigation.

Our Chicago office is recruiting for a highly efficient and professional individual to assist with client billing and other tasks. Candidates should have a strong work ethic, a High school diploma or GED (or equivalent) required; Associates or Bachelor's degree in accounting preferred, with a track record for working collaboratively in team settings. Proficiency with all Microsoft Office applications and Adobe Acrobat is essential. The position is full-time, with flexibility needed to work overtime as necessary. Ability to lift 30 pounds is required.

Job Duties:

- Maintain accurate and complete time accumulation and billing records.
- Ensure that all bills are properly prepared, approved, and processed by controlling input to and output from the accounting system.
- Ability to execute complex bills in a timely manner (i.e., multiple discounts by matter, flat fee billing, preparation of electronic bills).
- Assist partners in the timely collection of fees.
- Provide attorneys with requested detail of on status of unbilled time and disbursements, bills rendered, and remittances received.
- Utilizes computerized accounting and payables software programs (Rippe & Kingston, Excel, Word) to perform duties and responsibilities.
- Other duties as assigned

This position requires pre-employment screenings which include a criminal background check and reference check.

RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer.