

Legal Billing Specialist

Taylor English Duma LLP is seeking an experienced and highly qualified **Legal Billing Specialist**. The ideal candidate will have at least 3 years of law firm billing experience, experience with TABs, and knowledge of electronic billing platforms. This is a wonderful chance to join a cohesive and collaborative accounting team.

Qualifications/Experience:

- Must be a team player with high attention to detail and the ability to work in a fast-paced environment.
- Coordinate with the Billing Manager to understand client requirements and guidelines.
- Perform full-cycle billing function
- Process edits made by attorneys
- 3+ years of professional legal billing
- Familiar with legal billing codes
- Must also be proficient with Microsoft Office Suite, including Outlook, Word, and Excel
- Reliability, efficiency, teamwork, professionalism, ability to multi-task, and attention to detail are essential.
- Must be able to work independently and prioritize work.
- Impeccable organizational skills and extremely detail-oriented.
- Review time entries
- Provide reports to the Billing Manager as directed.

Please send resumes to [Lucy Carstarphen](#).