



## **eBilling Analyst**

The eBilling Analyst is responsible for all aspects of executing attorney eBilling, including the daily preparation and submission of ebilled invoices, posting of confirmed bills, and making sure submissions are in accordance with client and firm policies. Coordinate and ensure update of accrual, budget, and other client-required information in electronic vendor systems. Assist with client implementations and maintenance of electronic vendor systems and processes.

### **Essential Duties and Responsibilities**

- Ensure timely and successful submission of e-bills.
- Monitor e-billing daily for new invoices and rejections.
- Investigate e-billing rejections, including coordination of next steps, and follow-up promptly to ensure action has been completed.
- Verify that client setup, rates, and e-billing requirements are correct in Elite and the related vendor sites.
- Provide updates regarding invoice status to Billing Manager and Accounts Receivable Managers.
- Monthly reconciliation between e-billing hub and Elite to ensure all invoices have been successfully e-billed. Follow up as needed.
- Assist attorneys, legal staff, and clients with day-to-day e-billing questions and concerns.
- Review and ensure the eBilling guidelines are noted on the appropriate matter notes.
- Proactively addresses issues that may result in delays in uploading or rejection of invoices.
- Other accounting duties and special projects as assigned.

### **Education and Experience**

- Bachelor's degree in accounting, financial or technical background preferred.
- 5 years of billing experience with e-billing experience required, preferably in a law firm or other large professional services organization.

### **Special Skills & Knowledge**

- Understanding of complex billing arrangements including split, multi-payor, alternative fees, and impact on e-billing, realization, and write-offs.
- Advanced knowledge of eBilling vendor software (e.g., Legal Tracker, Onit, Tymetrix, Collaborati, Counsellink, etc.)
- Elite Enterprise and/or 3E experience.
- Detail-oriented with excellent critical thinking skills
- Multi-tasking abilities in support of fast-moving law firm
- Team player attitude with a positive outlook
- Excellent verbal and written communication skills
- A self-starter with the ability to work independently.
- Professional and punctual manner
- Flexibility to work overtime when needed.

- Ability to tackle challenges and work efficiently and effectively.
- Must be available to work in the office a minimum of 3 days/week.

For consideration, please submit your resume and cover letter to [staffjobs@sgrlaw.com](mailto:staffjobs@sgrlaw.com).

Equal Opportunity

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