



***The Opportunity:***

**Collections Coordinator (Flexible Hybrid in SF or Remote in CA)**

The **Collections Coordinator** supports the success of the firm and the delivery of quality legal services to clients by providing timely and accurate statements and reporting and through regular communications with attorneys and clients to resolve stale receivables.

This position is based in San Francisco, CA but may be either fully remote (in CA) or a flexible hybrid position working remotely and in our SF office, as needed.

***The Day-to-Day:***

- Communicates with attorneys and clients regarding stale accounts, making recommendations for resolution as appropriate.
- Attends regular collections meetings with Department Chairs, and Accounting Manager to ensure that the firm's collections requirements are met, resolve problem accounts and discuss those matters that require special handling.
- Monitors payment plans and special agreements. Works closely with the AR Coordinator regarding payment expectations, short pays and other daily deposit issues that impact collections.
- Coordinates with the Time and Billing Supervisor and AR Coordinator regarding revised bills and payment reapplications to ensure correct collections record keeping.

***Requirements:***

**Experience:**

The **Collections Coordinator** must have a minimum three (3) years' collections experience in a professional services firm, preferably a law firm. Prior experience with accounts receivable and client trust accounting desirable.

**Education:**

High school diploma/GED required. Some college, accounting or business school desirable.



**Knowledge, Skills and Abilities:**

- Proficient in the use of MS Office Suite of software (Word, Outlook, and Excel), pdfs and windows-based accounting (Aderant Expert preferred) and collection software (ARCS preferred).
- Accurate typing, 10-key by touch and data entry.
- Excellent attention to detail.
- Excellent client service skills and strong interpersonal skills
- Excellent communication skills, both written and verbal; demonstrated usage of correct grammar, spelling and punctuation.
- Ability to work effectively within a team environment and to work proactively.
- Strong time management and organizational skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently and meet deadlines.

Please apply by sending your resume and cover letter to [careers@fbm.com](mailto:careers@fbm.com).

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**What We Provide:**

Farella supports all the members of our Farella family in achieving both personal satisfaction and professional accomplishment. Farella provides competitive salary and excellent benefits including comprehensive, medical, dental, vision, generous PTO, educational reimbursement and charitable contribution matching. The annual base compensation range for this California position is between \$87,000 and \$97,000. Placement within the salary range depends upon a number of factors including years of experience and professional skills required for this role. Additional compensation may include a discretionary bonus, health and welfare benefits, PTO, leave, paid holidays and retirement plan benefits.

At Farella, we recognize that the contributions, individuality and diversity of all of our professionals are key to the firm's success and meeting the needs of our clients. And like our clients, we value attributes such as enthusiasm, character, and high ethical standards. In fact, these are core qualities in all the individuals who come to work with us—and in all those with whom you will work! The longevity of those in all positions at the firm speaks to the warm, collegial, professional and rewarding environment at the firm. Farella has for



many years been named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*, and placed #1 in our size category in 2021. We ranked the #4 Best Midsize Law Firm to Work For in the United States by Vault.

## **Who We Are:**

Farella Braun + Martel is a leading Northern California law firm representing corporate and private clients in sophisticated business transactions and complex commercial, civil and criminal litigation. Clients seek our imaginative legal solutions and the dynamism and intellectual creativity of our lawyers. We are headquartered in San Francisco and maintain an office in the Napa Valley that is focused on the wine industry.

Farella's commitment to supporting the industries of Northern California and our entrepreneurial responsiveness to the regional demands, have driven our growth and evolution. Nimbleness and opportunistic management have propelled our success through 60 years. From trial prowess in high-stakes litigation to utility-scale renewable energy project development and complex transactional expertise, Farella's clients rely on and appreciate our fierce focus on client service and high quality work. Farella has successfully fused the quality, experience and resources of large firms with the relationship, flexibility and personal attention associated with a mid-sized firm.

## **Commitment to Diversity, Equality + Inclusion**

We strive to ensure that everyone working at Farella feels like they belong. To that end, our recruiting, retention and practice development programs welcome, support and promote the interests of women, families and people of all ethnicities and sexual orientations. At Farella, we are committed to diversity, both as an ethical ideal and as a business imperative.

## **Recognition**

Farella has received industry and peer recognition equal to any firm in the country. Our attorneys include fellows of the American College of Trial Lawyers, American College of Appellate Lawyers, American College of Environmental Lawyers, American College of Coverage Counsel, College of Labor & Employment Lawyers, and American College of Investment Counsel. Farella has been named among *Law360's* California Powerhouses, featured on the *National Law Journal's* Midsize Hot List.



## **Green Business**

In 2006, Farella was the first major law firm in San Francisco to obtain certification as a green business by the San Francisco Green Business Program, recognizing the firm for meeting the program's stringent environmental standards. We received our fourth Green Business certification in 2020.

*Farella is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, change of sex or transgender status, genetic information or any other basis protected by federal, state or local law.*

*Farella is an Equal Opportunity Employer*