



### *The Opportunity:*

#### **Billing Coordinator (Flexible Hybrid in SF Bay Area)**

The **Billing Coordinator** supports the delivery of quality legal services to clients by assisting with all aspects of the firm's monthly billing process. Assists with occasional special billing related projects and requests. Makes system updates of basic core billing information.

This position is a flexible hybrid position requiring working in-person in San Francisco initially at least three days per week, and then at least two days per week.

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

- **Invoice Preparation:** Prepares client invoices as revised by attorneys and in accordance with client guidelines using the accounting software. Researches questions and discrepancies. Interfaces with attorneys and secretaries as necessary and works with both the Billing Specialist and Time and Billing Supervisor to resolve issues and ensure the necessary data updates are in place to proceed with bill preparation. Performs text edits, makes adjustments or write-offs of fees and costs, transfers time and costs, makes rate adjustments, and updates address information. Quality control the invoices by ensuring billing information is correct before submission. Prepares task based and electronic bills, troubleshoots e-billing rejections, provides expense backup and makes "manual" adjustments to bill formats via Word as required.
- **Invoice Recording:** Reviews and verifies pre-bill to invoice data and releases the approved pre-bills for posting. Verifies release output and posts final pre-bills to accounts receivable in accounting system. Mails paper client invoices and submits electronic formats for e-bill clients. Resolve e-billing rejections/ errors and adjustments on a timely manner.
- **Collections and Accounts Receivable:** Coordinates with AR/Collections team to ensure that trust payments are applied during the billing process for the appropriate clients, based on attorney instruction. Performs mass revision and reapplication of payments to prior bills based on client or attorney requests. Provides bill and payment information when needed.

- **Special Billing Projects:** Provides expense back-up documentation as requested to support invoices and court fee petitions. Assists with budget, rate, status reports submission in e-billing portals.
- **Cost Recovery:** Performs data entry of disbursements as necessary. Reviews cost recovery/disbursement output and posts charges. Maintains monthly disbursement files and electronic cost recovery archives.
- **Accounting Closing Activity:** Assists with miscellaneous month-end tasks to ensure a prompt and accurate close and initiate the new billing cycle. Tasks include, but are not limited to, follow-up and resolution to outstanding pre-bills, including revised bill and internal bill projects. Assists the Billing Specialist as needed to alert timekeepers with time in “pending/draft/error” status, release as necessary. Revalues time entries as necessary. Posts all released time.
- **Information Management:** Performs updates to bills group addresses and data entry regarding routine client, matter and billing information, e.g. address information and bill instructions. Confirms rate information as represented on new matter intake paperwork and works with the Time and Billing Supervisor and Billing Specialist if revisions are required.
- **Reporting:** Coordinates with billing attorneys in conjunction with client requested accrual reporting.
- **Maintains Files:** Maintains accurate and current expense disbursement files.
- **Assists System Users:** Answers questions and aids attorneys and staff regarding the use of the firm’s timekeeping and matter inquiry programs.
- **Works Cooperatively and Collaboratively with Others:** Strives to meet deadlines, follow firm policy and department protocols. Maintains department customer service standards. Assists with special projects as assigned. Communicates with clients in a professional and service orientated manner. Works cooperatively with attorneys, secretaries, and other departments as necessary.



***Requirements:***

**Experience:**

The **Billing Coordinator** must have a minimum of two (2) years billing experience in a professional services firm, preferably a law firm.

**Education:**

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

**Knowledge, Skills and Abilities:**

- Fast learner.
- Familiarity regarding client billing and relevant accounting concepts and procedures.
- Accurate data entry with the ability to type and use 10-key by touch.
- Proficient in the use of MS Office Suite of software (Word, Outlook, and Excel) and windows-based accounting or finance software.
- Familiarity with billing software (Aderant, Elite, Prebill Viewer, Billblast – or other distributed billing system) or ability to become proficient.
- Strong reconciliation, research and problem-solving skills.
- Excellent prioritization skills with ability to pivot when needed.
- Excellent communication skills, both written and verbal; demonstrated understanding of correct grammar, spelling and punctuation.
- Ability to work effectively within a team environment and to work proactively.
- Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently and meet deadlines.
- Strong organizational skills, interpersonal skills, and attention to detail.

To apply, please submit a cover letter, resume, and complete the application at: <https://us242.dayforcehcm.com/CandidatePortal/en-US/farella>



## **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 expected to be between \$75,000 and \$85,000. 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 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*. In 2026, we ranked 2<sup>nd</sup> place in our size companies. We are ranked on the Best Midsize Law Firm to Work For in the United States list 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 for over 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.

### **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.

### **Our Commitment to the Community in Which We Live and Work**

Since our inception over 60 years ago, Farella Braun + Martel has actively participated in our local communities. Through pro bono work, charitable giving, and participation in charitable and civic organizations, we have strived to honor our core principle of giving back to the community. We annually participate in firmwide community service events including Rebuilding Together San Francisco, BASF's Head Start Holiday Gift Program, BASF's Food from the Bar Campaign benefiting the SF/Marin Food Bank, and Chapter One Online Literacy Tutoring Program with local elementary schools.

### **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 and is named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*.

### **Green Business**

Farella Braun + Martel became the first major law firm in San Francisco to obtain certification as a green business from the San Francisco Green Business Program in 2006. The program recognized the firm for meeting its stringent environmental standards. We received our fifth Green Business certification in 2024.



*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.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

*Farella is an Equal Opportunity Employer*