



BILLING SPECIALIST

Denver, Colorado 40 Hour Non-Exempt Position (Some Overtime May be Required)

Kaplan Kirsch & Rockwell (KKR) is a boutique law firm with a national practice devoted exclusively to environmental, land use, real estate, conservation, energy, transportation, infrastructure, innovative project delivery, and regulatory compliance and litigation issues. The Firm has extensive expertise advising public agency clients on some of the nation's most complex and high-profile projects. We are a collegial and collaborative firm committed to providing the highest quality legal services to our clients. The Firm has offices in Denver, Boston, New York City, and Washington, DC.

KKR offers a new opportunity for one billing specialist to join our firm. You will be uniquely positioned to have a significant impact from day one and will benefit from working at a firm that, reflecting its Rocky Mountain roots, seeks to ensure its attorneys and staff enjoy quality of life both within and outside the office.

Minimum Requirements

KKR seeks an individual with the following qualifications to fill this role:

- Associate's Degree in Accounting preferable or applicable experience
- Five years in a law firm environment, specifically within a billing department
- Working knowledge of law firm time and billing software
- Working knowledge of general accounting and bookkeeping principles
- Working knowledge of Microsoft Excel
- Must be reliable (excellent attendance)
- Ability to multi-task, be organized, and prioritize to meet deadlines
- Must be detail-oriented and display a high degree of accuracy
- Must show evidence of sound judgement and appropriate initiative
- Excellent verbal, written, and interpersonal communication skills
- Must abide by KKR's Confidentiality Policy

In addition, KKR will consider positively:

- Civic-minded team players
- Candidates who reflect and share the Firm's values with respect to diversity, mutual respect, and uncompromising high-quality work product

Duties and Responsibilities

- Expense entry and reconciliation of Firm's monthly credit card statement in Coyote Analytics for client and Firm charges
- Generate monthly client prebills—ensuring that client rates are current and correct—and forward to Legal Administrative Assistants for editing
- Ensure that all charges in client bills comply with attorney/client agreements and contracts
- Following final editing of prebills, generate final client bills and forward to Legal Administrative Assistants for cover letters and mailing
- Generate client e-bills in accordance with contractual agreements, through third-party vendors
- Assist Accounting Manager with maintenance of attorney rates
- Respond to questions from Firm personnel regarding client bills. If unable to answer, escalate to Accounting Manager and COO



- Respond to clients' questions regarding bills. If unable to answer, discuss with Billing Partner, Accounting Manager, and COO
- Resolve issues relating to client bills, following up when necessary, and keeping Billing Partner and Accounting Manager apprised of status at all times

Kaplan Kirsch & Rockwell is dedicated to the principles of diversity and equal employment opportunity. We do not discriminate against applicants or employees based on age, race, color, religion, creed, national origin, ancestry, sex, sexual orientation, sexual identity, disability, marital status, military status, or any other status protected by federal, state, or local law. Please submit a resume and compensation requirements to Edna Trujillo at etrujillo@kaplankirsch.com. Please reference "Billing Specialist" in the subject line of the e-mail. No telephone inquiries please.