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Job Description

Job Title	Assistant, Billing
Location	New York
Department	Accounting
Reports to	Manager; Client Accounts
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
Position Summary	This entry level position will provide support to the Coordinator, Client Accounts staff in the Billing group of Accounting in order to improve the efficiency of the firm's ability to generate and submit invoices to firm clients, all in accordance with client billing guidelines and engagement letters.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">– Enter the edits to the narrative descriptions on the bills as provided to the assistant by the billing partner or Coordinator, Client Accounts.– Transfer time from matter to matter as requested by the billing attorney or Coordinator, Client Accounts, all in accordance with firm policy for transferring time.– Handle all requests to the Time Corrections email address regarding corrections to time already entered and released.– Assist with auditing of bills as instructed.– Research and respond to any attorney or client billing related inquiries as instructed.
Qualifications/Position Requirements	<ul style="list-style-type: none">– Large law firm billing experience preferred.– High level of attention to detail skills.– Exhibit good analytical and research skills.– Strong problem solving skills.– Excellent communication and organizational skills.– Ability to work independently and as part of a team.

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	<ul style="list-style-type: none">– Ability to prioritize and meet conflicting deadlines.– Proficient Microsoft Office products, especially Excel.
Education and/or Experience	<ul style="list-style-type: none">– Associate or Bachelor's Degree.– 1 to 2 years previous experience working with billing partners or a billing group at a major law firm preferred.– Experience using Aderant preferred.
Compensation	Commensurate with experience
To Apply	Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.