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Job Description

Job Title	Analyst, Rates
Location	New York
Department	Accounting
Reports to	Supervisor, Client Administration and Rates
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
Position Summary	The Analyst, Rates will provide support to Billing Partners and Client Account Coordinators as well as other Accounting staff by creating and maintaining the rate plans and modules the firm uses to bill its clients in the billing system.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">– Create client and matter level rate plans and modules based on information provided by Partners and other firm management.– Assist with the creation and entry of annual rate increases.– Respond to requests from partners and other accounting staff for the current rates being charged at a client or matter level.– Must understand how attorney ranks/class year and seniority increases are built into rate plans and how to manage from year to year.– Be a resource for partners and accounting staff on the intricacies of large law firm billing.– Research and respond to any attorney or client rate related inquiries.
Qualifications/Position Requirements	<ul style="list-style-type: none">– High attention to details skills and accuracy.– Exhibit strong analytical and research skills.– Great problem solving skills.– Excellent communication and organizational skills.

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	<ul style="list-style-type: none">– Ability to work independently and as part of a team.– Ability to prioritize and meet conflicting deadlines.– Proficient in Excel and Microsoft Office.
Education and/or Experience	<ul style="list-style-type: none">– B.S. in Accounting or related field required– Previous experience (3 to 5 years) as a rates analyst or administrator at a major law firm preferred– Experience using Aderant rates software required
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.