

# Davis Polk

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## Job Description

<b>Job Title</b>	Coordinator, Client Accounts
<b>Location</b>	New York
<b>Department</b>	Accounting
<b>Reports to</b>	Manager, Client Accounts
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
<b>Position Summary</b>	The Client Accounts Coordinator reviews, edits and generates client invoices for assigned billing attorneys. The Coordinator, Client Accounts works closely with assigned attorneys and administrative assistants in order to achieve goal of producing invoices in accordance with the fully executed engagement letters, billing guidelines and/or outside counsel policies.
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>– Prepare bills based on the client's requirements and provide appropriate documentation and exhibits if needed</li><li>– Submit invoices via electronic 3rd party e-billing system while meeting client requirements</li><li>– Advise partners on existing client billing arrangements and assist with the monitoring/tracking of same</li><li>– Meet with assigned attorneys to review unbilled time and ensure that status comments are up to date</li><li>– Perform bill audits, review pre-bill for accuracy and process bills into the billing system</li><li>– Research and respond to any attorney or client billing related inquiries</li><li>– Work with collections team to review and resolve unpaid invoices</li><li>– Follow-up with assigned billing attorneys when invoices are not returned for finalization</li></ul>

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<b>Qualifications/Position Requirements</b>	<ul style="list-style-type: none"><li>– Ability to work with minimal supervision</li><li>– Ability to prioritize responsibilities</li><li>– Responsive and works well with deadlines</li><li>– Exhibit good analytical and research skills</li><li>– Good written and oral communication skills</li><li>– Team player</li></ul>
<b>Education and/or Experience</b>	<ul style="list-style-type: none"><li>– Bachelor's Degree preferred</li><li>– 2-5 years' experience as a billing coordinator at a major law firm preferred</li><li>– Aderant experience preferred; Elite or other relevant system acceptable</li></ul>
<b>Compensation</b>	Commensurate with experience
<b>To Apply</b>	Submit resume and cover letter to: <a href="mailto:hr.ny@davispolk.com">hr.ny@davispolk.com</a>

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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.