

Senior Manager- Billing and Accounts Receivable – Columbus, Ohio

Position Summary

The Senior Manager of Billing and Accounts Receivable leads the Firm's billing, accounts receivable and collection efforts. The manager directly oversees the Billing and Accounts Receivable Departments. Working with both the Director of Finance and Firm management, the Senior Manager of Billing & Accounts Receivable sets policy and procedures for the Firm's billing, timekeeping and collections. In addition, the Senior Manager of Billing and Accounts Receivable provides reporting and analysis on the Firm's inventory and billing along with serving in an advisory capacity on the Rates, Fees and Engagements Committee and as a member of the Accounts Receivable Committee.

Job Duties

- Manage the Firm's billing function which includes the management of the Billing Manager and overseeing the timely and accurate production of all invoices, both paper and electronic. This function assumes oversight of the various aspects of the billing process such as pro forma production and editing along with the creation and management of bill templates. It also includes oversight of the Firm's billing software along with all technology needs associated with the Billing Department.
- Manage the electronic billing functions of the Firm. Setting sound policy and procedures for the efficient submission, management and collection of electronically submitted bills. This function includes making appropriate recommendations to management for the continued improvement of the process.
- Manage the Firm's accounts receivable and collection efforts. Management of the Firm's collection efforts by actively managing the Accounts Receivable Group. Developing and maintaining policies and procedures for the proactive management of the Firm's accounts receivables. This function includes participation in and support of the Accounts Receivable Committee.
- Support of the Finance Group's goals and objectives. The Senior Billing and Accounts Receivable Manager works closely with the Director of Finance along with the rest of the Finance Group. A key function for this position is the ability and willingness to proactively assist in overall group and firm initiatives.
- Manage client initiated billing arrangements. The Senior Manager oversees the Firm's more sophisticated client arrangements that include the oversight of outside counsel. This oversight function involves the management of a team of professionals who electronically manage the invoice review and payment processing for such clients.
- Provide guidance and support to the Firm's Rates, Fees and Engagements Committee. Through reporting and advising, the Senior Manager provides guidance and direction to the RFE Committee for both the annual rate setting process along with the establishment and tracking of new and existing client billing arrangements.

- Provide financial analysis and reporting of the Firm's inventory. The Senior Manager provides both regularly scheduled (monthly, quarterly, etc) and ad hoc financial analysis and reporting of the Firm's inventory. The reporting includes such reports as the RFE Annual Review along with the annual billings report by family.

Knowledge and Skills

- Excellent analytical abilities with an understanding of billing, accounts receivable and collections principles
- Solid management skills. Ability to manage other managers and inspire confidence in a large group of billing and A/R professionals.
- Ability to multi-task and prioritize. Must be able to meet the needs of a wide group of internal clients ranging from billing attorneys to partners and senior management.
- Strong interpersonal skills. Ability to communicate clearly and effectively with senior management and other departments and staff.
- Problem solver. Ability to assess an issue or problem and be able to find and implement a solution quickly.
- Project management skills. Ability to create, implement and oversee large and small projects.
- Ability to work effectively with a wide variety of software, including billing and collection software along with financial reporting software and the Microsoft Office Suite.
- Strong teamwork skills. Ability to build consensus and work effectively with both departments and attorneys.

Education and Experience

- Bachelor's degree in related discipline or combination of equivalent education and experience.
- 5-7 years of experience in a similar field required.
- Prior experience in legal billing preferred.

If you are interested in applying for this position, please send a cover letter and resume to employment@vorys.com.

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