

<b>Title:</b>	<b>CLIENT ACCOUNT SPECIALIST</b>				<b>#Positions Available</b>		<u>1</u>
<b>Salary Range</b>	\$48,000	To	\$65,000	<b>Hour</b>		<b>Annual</b>	<u>X</u>
<b>Full time</b>	<u>X</u>	<b>Part-time</b>		<b>Required Education</b>	<b>Degree</b>	<b>Preferred</b>	
<p>The Finance &amp; Accounting Department of Arnold &amp; Porter Kaye Scholer LLP has an opening for a Client Account Specialist (CAS). This position can be located in the Los Angeles, New York, Tallahassee or D.C. office. The CAS is responsible for managing all the billing and collections processes from engagement to collections with tact, diplomacy and effective negotiation skills. Responsibilities include but are not limited to: ensuring the proper and accurate client account set up, billing and collection arrangements, and inventory management for assigned client portfolios; establishing, fostering, and maintaining professional and collaborative relationships with attorneys, staff and clients to ensure compliance with both attorney and client specifications; verifying rates with the rate analyst; reviewing and implementing the outside counsel guidelines; monitoring fee caps, tier discounts and matter budgets; setting up and monitoring alerts; managing the prebill to final bill process; collaborating with the eBilling Coordinators for setting up new clients for eBilling; submitting invoices electronically, taking accountability for successful submissions and troubleshooting issues; providing rate analysis upon request and recommending solutions based on billing trends relating to realization.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting, Finance or Business discipline preferred. Equivalent experience considered.</li> <li>• Minimum of three years of dedicated specialized billing, collection and/or account management experience in a legal or professional services industry.</li> <li>• Hands-on experience performing complex accounting analysis.</li> <li>• Strong proficiency in Excel, Aderant and ARCS/Minisoft collection software.</li> <li>• Ability to multi-task.</li> <li>• Strong oral and written communication skills.</li> <li>• Ability to prepare accurate, highly detailed work product.</li> <li>• Talent for delivering client service through teamwork.</li> <li>• Ability to exchange information and to present ideas, report facts and other information clearly and concisely.</li> <li>• Strong organizational skills and ability to manage large amounts of data.</li> <li>• Ability to manage time, prioritize workload effectively, and work independently.</li> <li>• Reliability, dependability, and strong motivation to respond to requests quickly.</li> <li>• Ability to work additional hours as needed.</li> </ul> <p>All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status. Arnold &amp; Porter Kaye Scholer LLP is an EO Employer - M/F/Veteran/Disability</p>							