

## **Billing Specialist**

Birch, Stewart, Kolasch & Birch, LLP, an internationally recognized intellectual property law firm located in Falls Church, VA, is seeking a Billing Specialist. The position helps prepare and finalize invoices to be sent to clients and will also be responsible for a variety of accounting and billing work. This is a non-exempt position.

### **Qualifications**

#### ***Education and Work Experience***

- High School Diploma or Equivalent necessary
- 2-year or 4-year college degree preferred, with emphasis on accounting education.
- Knowledge of and experience with Elite or other similar legal billing systems preferred

#### ***General Knowledge and Abilities***

- Functional in both word processing and spreadsheet applications
- Knowledge of modern office practices, procedures, methods and equipment
- Ability to communicate clearly and concisely orally and in writing
- Good proofreading skills
- Ability to work well under pressure
- Excellent attention to detail
- Keyboarding and computer speed sufficient to complete all daily batches in accordance with pre-set deadlines
- Detailed-oriented individual possessing organizational skills
- Ability to fully adhere to firm confidentiality standards

#### ***Essential Duties and Responsibilities***

- Prepare invoices from proformas submitted by the IP staff. This process includes a careful review of each proforma to ensure accuracy of time and cost entries; assuring that each invoice is in compliance with existing Billing policies and procedures; adhering to client special billing arrangements (including discounts, fixed fee arrangements, special bill formats, or special billing requests) when applicable; selecting correct bill template for invoice; converting invoice to electronic format (LEDES98B) and if necessary, and posting electronic invoice in client's portal; placing an electronic copy of invoice in the firm's workflow database (Patricia); notifying IP staff that invoice is ready to be sent to the client; and sending monthly invoice directly to the client.
- Research billing discrepancies and follow-up with appropriate staff and/or attorney to resolve issues.
- Become familiar with the various clients by knowing the various bill formats, special billing arrangements, review process, etc. for all clients.
- Provide data, reports and other information for clients and the firm.

- Observe confidentiality of client and law office matters.
- Assist with accounting group work including accounts payable, accounts receivable, collections, and reconciliations.
- Perform other duties as assigned.

**Benefits:**

Comprehensive benefits package to include medical, dental, and vision insurance. Paid time off and paid holidays. Firm wide annual events and business casual environment. Access to nearby metro and free parking offered.

**Please email cover letter, resume and salary requirements to [HR@BSKB.com](mailto:HR@BSKB.com).**

**About BSKB:**

Since 1976, BSKB has been providing a full range of intellectual property law services to clients in the areas of patent prosecution, post-grant review, litigation, opinions and counseling, design patents, trademarks and licensing. Our knowledgeable attorneys and agents hold advanced degrees and are experienced in the fields of chemistry, electronics and IT, mechanical engineering and life sciences/biotechnology.

We believe in offering every client quality, personalized service, and are committed to educating our clients to help them make the most of their intellectual property. BSKB has a rich tradition of offering seminars on intellectual property law that have been attended by practitioners from around the world.

For more information, visit [bskb.com](http://bskb.com).

*Birch, Stewart, Kolasch, & Birch LLP is an equal opportunity employer. We are committed to providing equal opportunity to all applicants and employees in full compliance with all applicable state and federal laws prohibiting discrimination on the basis of race, color, age, gender, religion, national origin, disability, sexual orientation and gender identity protected veteran status and individuals with disabilities, or any other class protected by applicable state or federal law.*