

JOB TITLE:

Accounting Analyst – Time & Billing

FLSA:

Non-Exempt

DEPARTMENT:

Accounting

REPORTS TO:

Accounting Manager/Senior Analyst

SUMMARY:

Under moderate supervision of the Accounting Manager and Senior Analyst, the Time & Billing Analyst facilitates the contemporaneous and accurate time and expense recording and reporting needs of the firm. This includes but not limited to: assisting employees with time entry questions and corrections, analyzing time data for anomalies, duplicate entries, errors and omissions. As well as, preparing monthly case reporting and billing for various parties (internal and external), and responding to ad hoc reporting requests. The Time & Billing Analyst will work closely with the Senior Analyst with the accounting team and assist with various projects to meet departmental goals and objectives.

MINIMUM REQUIREMENTS:

- An Associate’s degree in Finance, Business or a related field or currently working towards a Bachelor’s
- One (1) to two (2) years of progressively responsible professional work experience, particularly in the area of time, billing and/or data analysis
- Intermediate to advanced knowledge of MS Excel (including large data set analysis, pivot tables, formulas, etc.)
- Strong organizational and time management skills, high level of attention to detail
- Basic knowledge of general office procedures
- Basic knowledge of MS Dynamics preferred
- Strong written and verbal communication skills preferred (will interact with employees of all levels, firm-wide)

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

“Essential functions” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Assist employees with time entry questions and corrections
- Provide periodic reminders of reporting deadlines
- Monitor time and expense entries for compliance with firm and third-party standards
- Analyze large time data sets for anomalies, duplicate entries, errors and omissions
- Review and post weekly transfer of time record detail from firm’s timekeeping software to the accounting system
- Prepare and manage monthly reporting and billing process for various cases
 - Excel-based reporting as well as invoicing through firm’s accounting software
 - Reporting to both internal and external parties
- Ability to analyze requests for information, create and run reports in timely manner using appropriate software or other tools, ensure accuracy of Accounting data, and assist staff with questions and concerns pertaining to time and billing
- Research and frequent communication with attorneys, co-counsel, paralegals and other legal staff
- Operate computers programmed with accounting software to record, store and analyze information
- Perform various administrative and project related tasks as needed

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

WORKING CONDITIONS:

Overtime is possible and may be expected in order to perform the essential functions of the position.

Work is performed in a normal heated or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

EOE. We participate in e-Verify.

Revision Date: 08/27/2024