



Opening for a Full-time Billing Specialist

Gross Polowy LLC, a Best & Brightest Companies to work for in NYS and Best Places to Work in WNY is an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented.

Duties include detailed review of firm cases and determining prorated fees based work performed related to multiple fee schedules. Ability to focus on case specific requirements directed by various determining factors. Candidate must have excellent attention to detail, proficient in basic math, ability to utilize multiple resources for decision making and be extremely organized. Individual must work well in a team environment as well as independently. Responsible for creating client invoices, submission of invoices via web based system, resolving disputes and adjustments, and building client relationships.

Ideal candidates should have excellent and professional verbal communication and client interpersonal skills; solid computer skills and keyboarding skills, strong time management skills, strong comprehension and problem solving skills, high level of proven confidentiality and be self-motivated.

JOB DUTIES/RESPONSIBILITIES

Ensure that invoices have been submitted online via appropriate system or mailed to the client with the proper backup/allowable forms needed.

Issue Invoices and attach documents on all files at the appropriate time throughout the Foreclosure process.

Additional duties as assigned and/or as business needs dictate

EXPERIENCE LEVEL & BEHAVIOR

1 - 3 years' experience in Accounts Payable, Accounts Receivable or Billing

Exudes positive behavior amongst co-workers, Manager, Attorneys in and outside of firm, other departments and clients

Responds appropriately to change and is willing to assist others who struggle with the notion

Offers meaningful suggestions for process improvements

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Solid computer skills and accurate keyboarding skills

Exceptional organizational skills and attention to detail

Exceptional time management skills

Exceptional comprehension and problem solving skills

Exceptional verbal and written communication and client interpersonal skills

Self-motivated and proactive individual who responds appropriately to change

Ability to work in a team environment to meet changing priorities and deadlines, as needed

EDUCATION

Bachelor's degree in Accounting preferred, Associate's degree in Accounting necessary

Notary helpful

PHYSICAL REQUIREMENTS

Remaining in a stationary position, sitting for prolonged periods at a desk and working on a computer with dual monitors.

Prolonged periods of keyboarding; repeating motions including wrists, hands and fingers.

Must be able to lift 10 pounds at times.