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Revenue Accountant

Hiring organization
PulseHRM

Employment Type
Full-time

Experience
5+ years of professional work experience in an accounting or service related position.

Job Location
Hyderabad, Telangana, India

Date posted
August 4, 2022

Valid through
10.05.2023

Intake

- Create new client account records in the firm's system
- Review and verify data on account records to ensure key fields are populated (e.g. company group, relationship, website, client operations, industry/sub-industry, entity type, address, etc)
- Research and update contact records to display current company, title and contact information

Billing

- Compile, analyze and process attorney fees and expenses to clients
- Review and edit pre-bills in response to attorney requests
- Research and verify narratives, rates, clients and matters, and client billing requirements and make appropriate corrections
- Transfer charges between clients/matters to ensure that charges are billed to the appropriate party
- Process write-downs in accordance with firm policies
- Attach and verify supporting documentation to correspond with expense charges and per client requirements.
- Research, resolve and respond to internal and external inquiries regarding billing issues
- Generate reports as requested
- Interact and communicate with attorneys, secretaries and administrative personnel, providing accurate information and timely responses
- Maintain billing software.

eBilling

- Submit monthly electronic invoices to firm clients, ensuring all client and firm guidelines are followed during submission
- Track the status of electronic invoices from submission to payment
- Resolve rejections until submission is successful and keep documentation of issues/resolution
- Resolve residual balances by 1) appeal, working with billing attorneys or timekeepers directly for details to submit for repayment, or 2) write off, through the appropriate assigned personnel
- Liaise between firm's billing/collections team, billing attorneys, secretarial staff and clients regarding ebilling, as directed
- Set-Up and maintain vendor sites for: new matters, new timekeepers, new and revised budgets and ongoing rates
- Identify, research, and troubleshoot rejected invoices and other issues as they arise so that electronic invoices are properly submitted and accepted by clients.
- Interact with various groups, to document and educate timekeepers to preclude future issues and expedite the acceptance of electronic invoices
- Coordinate resubmission of invoices with billing team, billing attorneys, secretaries and client representatives, ensuring corrective action is in place for future submissions.

Accounts Receivable/Collections

- Maintain a portfolio of attorneys/clients/matters, as assigned by the Firm, to manage receivables
- Collect past due balances in accordance with Firm guidelines and standards
- Resolve uncollectable balances through the Firm's write off protocols
- Collaborate with other departments to resolve billing inquiries, disputes, contracts and other issues
- Interact with Firm management regarding status of portfolio.
- Prepare reports and analyses to keep Firm management apprised of results and performance
- Work as a liaison between the clients and attorneys, resolving outstanding accounts receivable while maintaining the client/attorney relationship

Accounts Payable

- Keep track of all payments and expenditures, purchase orders, invoices, statements, etc.
- Reconcile processed work by verifying entries and comparing system reports to balances
- Maintain historical records
- Pay vendors by scheduling payment and ensuring payment is received for outstanding credit
- Monitor all vendor payment agreements to find discounts that can be used to reduce invoice amounts
- Pay all sales tax on appropriate invoices and making a note of each tax payment made
- Keep track of credits owed to the client and ensure all credits are properly applied to vendor payments
- Reconcile payable reports each month to confirm that all amounts paid were accurate

Education
Bachelor's Degree in Commerce Required

SKILLS AND ABILITIES

- Service oriented and self-motivated, consistently performing with a high sense of urgency and pride in product.
- Superior organizational skills and must be detail-oriented.
- Superior technical skills. Must work in multiple software programs and online vendor websites.
- Prefer experience with law firms.
- Advanced proficiency with Microsoft Excel and Microsoft Office products.
- Excellent written and verbal communication and interpersonal skills, and an ability to establish and maintain relationships with partners, attorneys, finance staff, clients, and third-party vendors.