

Senior Legal Analyst

Description

- Juris Doctorate or equivalent
- 2+ years of experience working within a law firm
- Proficiency with Microsoft Office and other Windows-based platforms required
- Previous analytical research and reporting experience preferred
- Experience and working knowledge of database systems is a plus

Responsibilities

Responsible for preparing or approving a fully compliant legal invoice based upon the Client's payer's billing guidelines.

- The Preparation Specialist is responsible for preparing a fully compliant legal invoice based upon the Client's payer's billing guidelines. Summary of essential job functions:
 - To prepare legal invoices to ensure compliance with law firms' clients' guidelines
 - To follow specific instructions in individual matters, and deviations from appropriate and customary management and billing practices.
 - To review all automatic changes made by the System
 - To perform a detailed manual review of all line entries.
 - To generate invoice preparation reports and perform the necessary analysis of outcomes to formulate action items
 - To use legal expertise when assessing timing, necessity, and reasonableness of time spent on specific tasks
 - To communicate with the Law Firm, as necessary, to obtain clarification, documentation, or consultation.
 - To work with the Firm's billing/administrative personnel and accounting personnel to document a process that ensures the timely and efficient preparation of invoices for submission to the client of the law firm.
- Minimum 2 years Insurance Defense/Workers' Comp Defense required.
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- To use legal expertise when assessing timing, necessity, and reasonableness of time spent on specific tasks
- To communicate with the Law Firm, as necessary, to obtain clarification, documentation, or consultation.
- To work with the Firm's billing/administrative personnel and accounting personnel to document a process that ensures the timely and efficient preparation of invoices for submission to the client of the law firm.

Position Expectations

- Minimum 2 years Insurance Defense/Workers' Comp Defense or direct experience working with insurance companies required.
- Strong commitment to client service
- Ability to problem solve and use sound judgment and discretion in dealing with highly confidential information

Hiring organization

PulseHRM

Job Location

Goa, Goa, India

Date posted

April 10, 2023

Valid through

10.05.2023

- Excellent interpersonal, verbal, and written communication skills
- Ability to build and maintain relationships, both internally and externally
- Strong organization skills
- Ability to work in a fast-paced, deadline-driven environment
- Positive and professional demeanor

- Proactive curiosity
- Technically adept
- Attention to detail
- Ability to read and understand court documents and court rules