



BILLING SPECIALIST
JOB OPENING
10-1-19

Firm: Kennedy & Graven, Chartered is a 30+ attorney law firm with a focus on providing general and special counsel to public entities in Minnesota and the region.

Description:

File opening and closing.
Using Prolaw software (can be trained)
Keeping track of timekeepers time.
Running pre-bills
Editing bills/Running Final bills
Some cover letters
E-billing
Entering expenses.
Front desk – some backup on reception
Fielding Billing questions
Other misc duties.

Qualifications:

Two or more years of pos-secondary education preferred.
Prior E-billing experience preferred.
Very good organizational skills.

Compensation: Competitive salary and benefits based on similar positions at law firms.

Deadline: Preference will be given to applications submitted before November 1, 2019.

To apply: Send resume and a cover letter to Neil Simmons, Administrator, Kennedy & Graven, Chartered, 470 U.S. Bank Plaza, 200 South Sixth Street, Minneapolis, MN 55402 **or** e-mail nsimmons@kennedy-graven.com

Affirmative Action/Equal Opportunity Employer. Kennedy & Graven, Chartered will give equal consideration to all qualified applicants, regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance.