



The Norfolk office of Kaufman & Canoles is seeking a **Time & Billing Clerk**. Candidates should be proficient in Microsoft Office 2016, have exceptional organizational skills, excellent communication and writing skills, and exhibit meticulous attention to detail. The position requires someone who is able to work well as part of a team and who can also stay motivated while working independently.

**RESPONSIBILITIES:**

- Generate and distribute pre-bills.
- Review and edit pre-bills in response to attorney and paralegal requests
- Send client invoices.
- Review and verify accuracy of billing and supporting documentation.
- Research and respond to inquiries regarding billing issues and problems.
- Post expenses to accounts.
- Filing with organization.
- Effectively interact and communicate with attorneys, paralegals and clients.
- Observe strict confidentiality of all client and firm matters.
- Work closely with the employees in the Accounting department .

**QUALIFICATIONS:**

- Related experience with legal billing is preferred, but not required.
- High school diploma or equivalent required.
- Exceptional organizational skills, strong ability to multi-task and strong attention to detail.
- Excellent written and verbal communication skills.

- Excellent grammar and proofreading skills.
- Ability to work successfully within a team environment, but also independently with minimal guidance.
- Operational knowledge of standard office equipment including copier, scanner, and telephone.
- Proficient in Microsoft Office 2016 (Word, Excel and Outlook).
- Experience working with systems and tools, including databases and searches are essential.
- Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.
- Able to work overtime as needed to meet deadlines.

**BENEFITS:**

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term and short term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.

**Please submit resume and salary requirement.**