



Cantor Colburn LLP

Intellectual Property Attorneys

Billing Manager

[Cantor Colburn LLP](#), one of the largest full-service intellectual property law firms in the country, has an immediate opening for a Billing Manager in the Finance Department in our Hartford, CT office. This position is responsible for managing the daily functions of 8 billing personnel.

Duties to include:

- Manages billing staff and the daily operations of the department to ensure all functions are performed effectively and efficiently
- Manage and ensure computerized billing software programs, e-billing and billing portals to ensure accurate billing according to client agreements
- Proactively monitor potential errors that may result in the rejection of e-bills. Research and resolve billing issues. Identify and address potential issues relating to volume, workflow and process improvement of the e-billing functions
- Conduct regular monitoring of unbilled work in progress using various systems and reporting. Provide updates to CFO to address any issues
- Monitor the work product of billing team members, evaluate employee performance and provide constructive and timely feedback
- Perform and serve in a cross-functional capacity across all billing functions
- Working with the CFO, help to support and drive the firm's goals and values in all aspects of the role

Competencies, Skills and Abilities

- Highly organized, detail oriented, analytical, flexible, and self-motivated
- Strong verbal, written communication, strong customer service skills
- Ability to lead and work well under pressure
- Confidentiality of all firm and client matters
- Ability to exercise considerable judgement and discretion in establishing and maintaining good working relationships with attorneys, staff, vendors and clients

Educational/Work Experience Requirements

- 4-year college degree, including courses in Accounting/Finance
- Five years' direct law firm billing supervisory or management experience in a law firm or other large professional services firm, preference shall be given to those with direct experience with a variety of e-billing systems
- Prior knowledge of patents and trademarks is a PLUS

Full-time employees receive market competitive salaries, life insurance and short-term disability, as well as subsidized health and dental insurance plans. Additional benefits include voluntary life insurance, retirement savings plan, and parking subsidies.



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Cantor Colburn is nationally-ranked in patents, trademarks, and litigation. Our clients are among the leading companies around the world, including Fortune 100 companies, privately-held companies, select high tech startups, and university technology transfer offices.

Cantor Colburn LLP is an Equal Opportunity and Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, gender, disability, or protected veteran status.