



Billing and Accounts Receivable Supervisor

[Cantor Colburn LLP](#), one of the largest, full-service intellectual property law firms in the country, has an immediate opening for the new position of Billing and Accounts Receivable Supervisor in the Finance Department located in our Hartford, Connecticut office. A hybrid work schedule is available. The ideal candidate is a competent, technologically savvy, proactive, and self-motivated professional with hands-on experience in billing, accounts receivable, and general financial functions, preferably in a law firm setting. This is a growth mindset role with opportunities to create best practices, lead a team, and advance within the firm.

Principal Responsibilities

- Daily application of payments received from clients and associated research
- Collaboration with Collections Administrator regarding A/R issues and resolution
- Oversee the day-to-day operations of the billing staff, including training and mentoring
- Assist with the firm's conversion to a new financial system starting Q2 2023, including establishment of best-practice billing procedures and top utilization of tools available
- Provide leadership, guidance, and mentoring to the billing team
- Ensure new client intake data relating to billing is populated in the billing system, providing clear instructions and guidance to billing staff regarding billing requirements for new client engagements
- Assist billing personnel with e-billing issues
- Daily communication with attorneys, administrative staff, and clients
- Other duties as needed

Qualifications and Skills

- Ability to supervise and work well with billing team members and across the entire Finance department
- Excellent interpersonal and communication skills
- Detail oriented, highly organized individual with a great attitude and commitment to continuous improvement
- Ability to exercise sound judgement and problem-solving skills
- Ability to learn quickly in a dynamic and time sensitive environment
- Client service-focused (internal and external)
- Proven ability to manage multiple projects simultaneously, changing priorities as needed
- Flexible and adaptable to change
- Word, Excel, Outlook, PowerPoint

Education and Experience Requirements

- Associates or Bachelor's degree in accounting or finance preferred
- Minimum 5 years' experience in a financial capacity in a professional organization, preferably at a law firm
- Experience with LEDES e-billing and associated platforms
- Ability to exhibit and explain accomplishments and improvements made in current or prior roles
- Prior knowledge of patent and trademark law/processes is a PLUS

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, sexual orientation, disability, or protected veteran status.

Submit resume to resumes@cantorcolburn.com.