

# Is a Career as a Legal Billing Specialist Right for You?



Law firms often require a lot of specialized support staff to keep things running smoothly. A legal billing specialist works closely with lawyers, paralegals, and other staff to make the billing process run smoothly and ensure the firm is getting paid.

Legal billing specialist careers are growing. Find out if this is the right career for you.

## What Is a Legal Billing Specialist?

The main job of a billing specialist at a law firm is to prepare and manage billing records for legal services provided. They play a key role in ensuring the firm's financial transactions are handled properly.

Depending on the firm, legal billing specialists may be responsible for tracking down past-due payments from clients or third parties. This may involve sending letters, making calls, or pursuing legal action for past-due accounts.

Some of the day-to-day responsibilities include:

- Compiling billing statements
- Generating invoices
- Reviewing legal documents for accuracy
- Reviewing past due accounts and setting up payment plans
- Reviewing account status and activity to ensure compliance with state laws regarding lawyer licensing requirements
- Determining whether services have been performed or fees incurred according to legal ethics standards
- Collecting past due accounts receivable by contacting clients or working with a collection agency
- Tracking time and attendance using timekeeping systems
- Managing the process of submitting claims to insurance companies as needed
- Preparing and filing court documents

## **How to Start a Career as a Law Firm Billing Specialist**

Legal billing can be a challenging career to get into. Some law firms require an accounting or business background with a bachelor's degree. There are still opportunities for legal billing specialists with an associate degree or no degree, however, as long as they have experience with billing.

Some vocational schools offer coursework in legal billing or online courses, which can help you gain the necessary skill set for the job. Some of these skills include:

- Accounting knowledge
- Computer literacy and the ability to learn a legal time tracking and billing system
- Attention to detail
- Communication skills, both written and spoken
- The ability to multitask and work in a fast-paced environment
- Exceptional organizational skills
- An understanding of the confidentiality and gravity of the legal industry

Legal billing specialists may get their start in an entry-level position at a law firm, but you have the option to open your own legal billing business. Law firms outsource a lot of the administrative work, including billing, and this option gives

you the flexibility to choose your workload, hours, and clients.

Running a business isn't for the faint of heart and requires [high attention to detail and organization](#). You will need business acumen and marketing skills to get your name out there and attract law firms seeking your services.

## **Job Market Outlook for Legal Billing Specialists**

A legal billing specialist salary can vary according to the experience and education of the specialist, the size of the firm, and the location.

According to [ZipRecruiter](#), the average salary for legal specialists is \$63,492 annually, which is approximately \$31 an hour. Annual salaries may be as high as \$93,000 or as low as \$34,500, but the majority fall in the range of \$51,000 to \$70,500.

The job outlook varies across the country. Like other industries, the legal industry is shifting toward technology to handle repetitive or time-consuming work, including billing.

This can be an opportunity and not a barrier. While the role of legal billing specialists may change and evolve, they still serve a crucial role at medium- and large law firms. Legal billing specialists should become proficient with legal billing software to adapt to the job market changes.

## **How Legal Billing Software Supports Legal Billing Professionals**

As mentioned, legal billing software is essential in automating and streamlining some of a legal billing specialist's work, but that doesn't mean the role is being replaced entirely. Instead, it's changing and offering new and different opportunities.

A legal billing solution like Bill4Time offers an affordable, efficient, and easy process for law firm timekeeping and billing. For legal billing specialists, it can:

### **Save Time**

The most valuable asset in virtually every profession is time — we all want to get more done in less time. Billing and invoicing take a lot of time and require administrative skills, which is why law firms hire legal billing specialists.

These professionals are tasked with filling out invoices manually — a process that's time-consuming and error-prone. With Bill4Time, you can save client details and [create invoice templates](#) to expedite the invoicing process in the future.

## **Minimize Errors**

The manual process of invoicing is vulnerable to errors that can lead to delays in the payment process, poor relationships with clients, and billing disputes. This often falls on the legal billing specialist.

Effective legal billing software can be used to [standardize the billing process](#) and compile all the data — ensuring that there are minimal errors. Invoicing takes less time, clients are happier, and the firm gets paid faster.

## **Automated Accounting and Payment Reminders**

Automation is a helpful resource for law firms to limit repetitive billing procedures. You can automate the billing process for recurring payments, subscription models, or other [alternative payment arrangements](#) and free your time to focus on mission-critical tasks.

## **Streamline the Payment Process**

The traditional slow-moving billing and payment process can take a toll on overall revenue and cash flow. Legal billing specialists or other support staff have to create and check invoices, send them to the clients, then wait for the payments to come in.

A faster payment process that [caters to client experience](#) means your firm will get paid faster. Bill4Time allows your firm to offer a modern payments solution with our built-in payments solution, [Bill4Time Payments](#). Easily add custom links to client invoices or enable the [client portal](#) where they can view and pay their invoice anytime, anywhere.

## **Simplify Reporting**

Reporting is an ongoing process that all law firms should prioritize to make more informed decisions about the health and profitability of the firm. [Bill4Time makes reporting simple](#) with exclusive reporting functionality to track billing, cash flow, expenses, projects and matters, billable hours, and more.

# **Legal Billing Software for Legal Billing Specialists**

Whether you're considering a career as a legal billing specialist or you're already working at your own firm or a large law firm, learning the ins and outs of legal billing software is a must for the future of your career.