



外資系法律事務所でのBilling Coordinator

Job Information

Recruiter

ALBERTO K.K.

Job ID

1325105

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 8 million yen

Holidays

土日祝日

Refreshed

February 6th, 2026 13:01

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Maintain a thorough knowledge of client terms, discount arrangements, lawyer and client preferences while ensuring:
- Invoices are issued timely and accurately, inclusive of client terms and discounts
- Best practices are used to create, present and distribute pro formas and client invoices
- Compliance with firm and outside counsel guidelines is maintained
- E-invoices are submitted on a timely basis with all necessary supporting documentation
- Revisions to invoices are addressed and resolved on a timely basis
- Manage the unbilled inventory for an assigned group of lawyers:
- Ensure consistent and regular communication with lawyers regarding aged balances
- Leverage secretaries and firm management to escalate problem accounts
- Make recommendations for write-offs of aged or disputed balances where appropriate

- Respond to information requests from lawyers, clients and administrative staff related to inventory levels, time and cost entries, billing reconciliations, outstanding receivables and unapplied cash
- Communicate firm policies and guidelines to lawyers and clients as appropriate
- Support client and partner requests for accrual information
- Produce and distribute standard unbilled proformas which recap client/matter time and disbursements
- Analyze short paid invoices and determine the correct course of action to resolve
- Utilize firm standard reporting tools to respond to requests for information, particularly Excel and BRL dashboards
- Assist with the application of unidentified cash receipts, ensuring prompt resolution;
- Assist timekeepers and secretaries with diary entry issues and transfers between matters
- Ensure that requests for alternative fee arrangements are communicated to the Pricing Committee for review and ultimate disposition;
- Maintain documentation of procedures, deadlines, and other client and lawyer preferences related to billing and collection;
- Provide audit letter assistance to lawyers and secretaries by quickly responding to requests for period-ending balances

Required Skills

- Must be a team player with strong interpersonal skills
- Possess a high degree of confidence and professional maturity and demonstrate excellent oral and written communication skills
- Superior customer service and a demonstrated ability to work in challenging and dynamic environment
- Self-directed with a strong work ethic; capable of working independently with limited supervision

Company Description

アルバートリクルートメントについて

アルバートリクルートメントは、中小企業からフォーチュン500に入る大企業まで様々なクライアントへ人材を紹介しております。

法律に特化した人材紹介会社として2011年「リーガルインテル」を創業。法務領域のプロフェッショナルとしてサービスを提供してきましたが、他領域への紹介依頼も増え、経理財務領域のサービスを開始いたしました。

創業10周年を迎え、さらなる事業拡大のため「アルバートリクルートメント」へ社名を変更し、現在は「法務、経理・財務、セールス」の3つの領域を専門としております。

弊社では専門性の高いサービスを提供することを心掛けており、多くの企業・求職者の皆さまから評価を頂いております。1名のコンサルタントが企業側・求職者側、両方の窓口を一括して担当し、的確な情報を提供し迅速に対応いたします。

詳しくは弊社のウェブサイトをご覧ください。

www.alberto-recruitment.com