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Job Description

Job Title	Client Administration Analyst
Location	New York, NY
Department	Accounting
Reports to	Client Administration Supervisor
Exempt/Non-Exempt	Non-exempt
Work Schedule	Monday through Friday, 9:30 am to 5:30 p.m. (additional hours may be required).
Position Summary	The Client Administration Analyst will provide support to Billing Partners and Client Account Coordinators as well as other Accounting staff by creating and maintaining the various plans, groups, and set ups related to billing in the Aderant system.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Create Matter Plans related to ebilling and other task code billing in Aderant.• Assist with the creation and maintenance of Payer Codes and Bill Groups.• Do split bill setups when necessary.• Assist with the closing and reactivation of matters and clients as well as edits to the content of matters and clients.• Be a resource for partners and accounting staff on the intricacies of large law firm billing.• Perform other tasks related to the opening and maintenance of matters in Aderant as assigned by partners, managers or supervisors.
Qualifications/Position Requirements	<ul style="list-style-type: none">• High attention to details skills and accuracy.• Exhibit strong analytical and research skills.• Great problem solving skills.• Excellent communication and organizational skills.

- Ability to work independently and as part of a team.
- Ability to prioritize and meet conflicting deadlines.
- Proficient in Excel and Microsoft Office.

Education and/or Experience

- College degree preferred
- Previous experience as a rates analyst or administrator at a major law firm preferred.
- Experience using Aderant software preferred

Compensation

Davis Polk offers a competitive salary and benefits package.

To Apply

Send cover letter and resume to Jackie Nunez,
jackie.nunez@davispolk.com

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.