MASSACHUSETTS TEACHERS ASSOCIATION

VACANCY NOTICE

The position of Billings Specialist & Legal Secretary in the Legal Services division is available. Please notify Human Resources in writing if you are interested in applying for this opportunity.

POSITION DESCRIPTION

Title: Billings Specialist & Legal Secretary
Division: Legal Services
Designation: MTASO Unit, Level V
Reports to: Deputy General Counsel

Major Responsibilities: Provides direct support to assigned attorneys. Compiles, manages, and executes all legal billings and expenses. Strong ability to scrutinize and analyze a legal bill for accuracy and consistency. Strong organizational, prioritization, and workflow management abilities. Ability to track insurance claim filings; past due membership invoices; and communicate the outcomes of each. Produces a variety of other departmental financial reports. Maintains contact with attorneys, staff, outside counsel, and clients. Observes confidentiality of client and MTA matters. Assists with special projects and other duties as assigned.

Essential Job Functions & Responsibilities:

I. Attorney and Legal Office Support:
   • Provides direct assistance to assigned attorneys with case management and administrative/clerical tasks as assigned
   • Schedules attorney appointments and meetings as needed
   • Provides back up to other administrative staff for answering phones and other tasks as needed
   • Ensures strict confidentiality at all times

II. Legal Billings/Invoicing
   • Review and process a high volume of legal bills per month
   • Compile and process often complex outside counsel bills into tracking system in swift and timely manner on a monthly basis
   • Compile in-house attorney hours/expenses into billing system weekly
   • Process arbitrator invoices, legal office bills, and other bills as necessary
• Effectively interact and communicate with outside law firms, in-house attorneys, secretaries, and MTA members
• Research and respond to inquiries regarding billing issues
• Conduct quality control of legal bills for appropriate coding, spending limits, and categorization of case types for NEA reimbursements
• Create department reports as directed; compiles necessary information for NEA audits and department budget creations

III. Membership Maintenance and DLMS Management
• Ensure members with active legal cases maintain their membership with the MTA for continuing legal services. Task involves working across departments to acquire necessary information in order to collect dues
• Monitor and request funding threshold increases on cases as needed
• Write membership invoice letters and keep track of responses
• Communicate with attorneys and GC/DGC about membership status
• Assist with the production of the Agency Fee demand materials for MTA affiliates. Coordinate with NEA to report fee. Distribute materials as necessary and required

IV. Insurance Claims Management
• File all insurance claims with provider as necessary
• Track down necessary documents to support the claims
• Maintain an organized filing system of filed claims
• Monitor criminal cases for threshold allocation limits
• Communicate with all parties involved regarding status of claims
• Close files after claims are paid by insurance company
• Keep members, locals, and NEA informed on the status of the filings

Minimum Qualifications:
• Bachelor’s Degree or equivalent required and 3-5 years minimum experience in legal office processing legal bills, providing legal support to attorneys, and inputting attorney billable hours
• Ability to anticipate work needs and follow through with minimum direction; follow-up on own initiative
• Ability to critically analyze and make an independent judgment to solve issues
• Strong organizational and executive function abilities required
• Ability to multi-task and prioritize
• Ability to organize work flow and use time efficiently
• Attention to detail is a must
• Strong MS Office knowledge and experience
• Willing to learn new skills and tasks
• Familiar with standard office equipment
To apply for this opportunity, submit your cover letter and resume to: jobs@massteacher.org

MTA Human Resources
2 Heritage Drive
Quincy, MA 02171
Fax: 617-570-4961

The MTA is an Equal Opportunity Employer. We value our diverse workforce and welcome applications from minorities, women, and persons with disabilities.