



**Job Description**  
**Legal Invoice Auditor**

**Department:** Claims

**Reports to:** Director of Litigation Management

**Position summary:** Review, process, and audit all incoming legal services invoices to insure compliance with our best practices.

**Essential Functions:**

Legal Invoice Auditors conduct a detailed analysis of original time records, attorney work product, expenses, and hourly rate benchmarks. They will identify invoiced items that

- Do not comply with our agreed upon standards and practices,
- Exceed the typical time required to perform a particular task,
- Could have, and should have, been performed by non-attorney personnel,

The Auditor will then process and pay these invoices.

Additionally, the Auditor will measure performance and quality of services provided by the attorneys in addition to cost alone. This will include, but not be limited to, creating analytics in Acuity to measure overall firm performance and cost effectiveness.

**Skills:**

- Understanding of insurance litigation.
- Understanding the vernacular of litigation services invoices.
- Superior analytical capacity.
- Firm, and complete, communications for any applied reductions and the ability to cogently justify those reductions.
- Data collection and analysis. This position requires tracking of all law firm financial performance metrics, and the ability to communicate these to interested parties in a clear and concise format.

**Competencies and/or Attributes:**

- Analytics.
- Legal comprehension.
- Written and oral communication.

**Experience, Education, and Licensure Requirements:**

- Litigation Adjuster experience, five years preferred.
- Florida Claims Adjuster licensure.
- Bachelor of Arts degree, or higher, preferred.

**Physical Requirements:**

- Nothing beyond typical office work.