

Date: May 18, 2015

To: Applicants for administrative staff employment with Debevoise & Plimpton LLP

From: Human Resources

Thank you for inquiring about administrative staff employment opportunities with Debevoise & Plimpton LLP. Open positions are listed by department in alphabetical order following this page, with the most recent position per department listed last. Vacancies include:

Accounting

Billing Coordinator
E-Billing Coordinator
Disbursements Coordinator
Collections Coordinator
Senior Financial Systems Analyst

Information Services

Messaging Systems Engineer
Network Operations Center Engineer
Applications Engineer

Benefits

Benefits Analyst

Marketing

Business Development Senior Strategist
Business Development Coordinator

Debevoise & Plimpton LLP is an equal opportunity/affirmative action employer. All qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, or national origin or any other legally protected category in accordance with U.S. law. Applicants seeking an accommodation please see "Request an Accommodation" under Additional Information on the Working Here section at www.debevoise.com.

E- BILLING COORDINATOR
ACCOUNTING DEPARTMENT

Debevoise & Plimpton LLP is a premier law firm with market-leading practices, a global perspective and strong New York roots. Our clients look to us to bring a distinctively high degree of quality, intensity and creativity to resolve legal challenges effectively and cost efficiently. We believe in hiring talented and dedicated individuals as members of our administrative community. We draw on the strength of our culture and structure to deliver the best of our firm to our lawyers and clients through true collaboration. The firm is seeking a seeking a full-time **E-Billing Coordinator** to work closely with our Billing Teams, clients, and attorneys in the daily preparation and processing of client e-billing. The E-Billing Coordinator will be expected to apply organizational and communication skills with a positive and proactive attitude. This is a non-exempt position and reports to the A/R and Collections Supervisor.

Responsibilities include but are not limited to:

- Track, analyze and report on the e-billing activity for the Firm.
- Liaison with the eBillingHub for maintenance and troubleshooting.
- Submission of e-bills to the various subscription and client based e-billing sites; including correcting errors that may result in the rejection of e-bills.
- Monitoring status via the eBillingHub; consistent follow up to ensure bills are successfully accepted and approved for payment.
- Submission of accruals and new timekeepers as directed by the client or e-billing site and the monitoring of timekeeper approvals and rejections.
- Transition clients to e-billing by configuring setups in Elite and their chosen e-billing sites; communication of new e-billing policies and requirements to the Firm.
- Research client payment deductions and if applicable resubmission of revised files.
- Work closely with the domestic and international Billing Teams and clients with respect to e-billing inquiries, rejected invoices or other related billing errors.
- Handle billing matter maintenance in Elite and provide back up support to our internal Matter Maintenance group.

Requirements:

- Bachelor's degree in Business, Accounting, Finance or equivalent work experience.
- Minimum of 2 years e-billing and billing experience in a law firm.
- Extensive experience with various subscription and client based e-billing systems.
- Knowledge of Elite or CMS.
- Proficiency in Microsoft Excel and Word.
- Must be highly organized and able to handle multiple tasks efficiently.
- Strong analytical, verbal, written, and leadership skills.
- Must possess excellent interpersonal and communication skills; be able to communicate clearly and concisely with clients, management, and partners.
- Must have the ability to adapt to cyclical periods, peak workloads, new assignments and work independently to meet deadlines.
- Must have flexibility to work overtime as required.

Preferred Qualifications:

- E-Billing Administration.
- Working knowledge of the eBillingHub.

TO APPLY:

A resume and cover letter are required to apply for this position. Please tell us your salary requirements and where you saw this position posted. Send required materials to:

Human Resources

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919 Third Avenue, 28th Floor
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DISBURSEMENTS COORDINATOR
ACCOUNTING DEPARTMENT

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Responsibilities include but are not limited to:

- Voucher, finalize and maintain logs for taxi charges.
- Load, finalize and maintain logs for non-network word processing.
- Load, finalize and maintain logs for other charges such as messenger, rightfax, postage and Copitrak.
- Back up Petty Cash.
- Ad-hoc as needed.
- Assist with training any subsequent hires for disbursements and/or petty cash.
- May speak and/or email staff in NY and DC admin departments.
- May be in contact with taxi administrators (vendors) and personnel that use taxi service.

Requirements:

- Excellent customer service skills.
- Good organizational skills and reliability.
- Windows, Microsoft Office, Accounting and Billing software.
- High school diploma or equivalent.

Preferred:

- Associates degree preferred.
- Bank teller experience.
- Law firm experience a plus.
- Good basic math and counting skills preferred.

The ideal candidate will have good math and counting skills, exceptional written and oral communications skills, exceptional attention to detail and the ability to respond to highly sensitive legal inquiries. The candidate should also be able to respond to urgent inquiries in a timely fashion. Candidates must also possess a professional demeanor and strong interpersonal skills in order to interact successfully with personnel at all levels.

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BILLING COORDINATOR
ACCOUNTING DEPARTMENT

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Responsibilities include but are not limited to:

- Coordinate and maintain billing portfolios for assigned Billing Attorneys.
- Review time entries to ensure proper matter coding, billing rates, compliance with client guidelines and/or e-billing guidelines, and missing time.
- Preparation of client bills, including preparation of narrative description bills as well as detailed time/cost bills from Elite.
- Application of internal policies and procedures related to billing adjustments and other billing processes.
- Edit, transfer, write-off time/costs as directed.
- Finalize and process bills into Elite Enterprise.
- Close and balance bill batches and logs.
- Handle billing inquiries, client accruals, and account analysis.

Requirements:

- Bachelor's degree in Business, Accounting, Finance or equivalent work experience.
- Minimum of 4 years billing experience in a law firm.
- Experience with various E-billing systems and vendor requirements.
- Proficiency in Elite Enterprise (3.6 or higher) or CMS.
- Proficiency in MS Excel and Word.
- Strong analytical skills.
- Must be highly organized and able to handle multiple tasks efficiently.
- Excellent interpersonal and communication skills with the ability to communicate clearly and concisely with senior management and partners.
- Ability to adapt to cyclical periods, peak workloads, new assignments and work independently to meet deadlines.
- Must have flexibility to work outside scheduled hours as required.

Preferred Qualifications:

- Knowledge of Filemaker.

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COLLECTIONS COORDINATOR
ACCOUNTING DEPARTMENT

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Responsibilities include but are not limited to:

- Daily review and maintenance of aged accounts receivables for assigned partner portfolios.
- Communicate with partners and clients via phone, e-mail, and mail to obtain or relay collection updates.
- Daily tracking of collections progress via StarCollect including creating detailed notes of collections activity and creating future follow up items.
- Prepare ad hoc analysis for partners, clients, and internal staff members.
- Meet regularly with the Collections & A/R Supervisor to review assigned portfolios and discuss collections strategies.
- Analyze and reconcile partial payments, overpayments, and payment history.
- Assist the Accounts Receivable group in the reconciliation of payments, adjustments, and the research of unidentified payments.
- Daily interaction with the e-Billing team to ensure that rejected invoices are re-submitted or adjusted per Outside Counsel Guidelines or client agreements.
- Monitoring of various e-Billing websites to track the approval process for submitted e-bills as well as the expected payment dates.
- Meet with partners and forecast cash collections during Fiscal Year End.

Requirements:

- Bachelor's degree in Business, Accounting, Finance or equivalent work experience.
- Minimum of 2 years collections/accounting/billing experience in a law firm.
- Proficiency in MS Excel and Word.
- Strong analytical skills.
- Must be highly organized and able to handle multiple tasks efficiently.
- Excellent interpersonal and communication skills with the ability to communicate clearly and concisely with senior management and partners.
- Ability to adapt to cyclical periods, peak work loads, new assignments and work independently to meet deadlines.
- Must have flexibility to work outside scheduled hours as required.

Preferred Qualifications:

- Knowledge of StarCollect or ARCS.
- Knowledge of Elite Enterprise (3.6 or higher) or CMS.
- Experience with various e-billing websites.

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SENIOR FINANCIAL SYSTEMS ANALYST
ACCOUNTING DEPARTMENT

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Responsibilities include but are not limited to:

- Create and generate firm financial reports using Redwood BI, Microsoft Access and other data sources.
- Support the Manager of Financial Planning & Analysis in analyzing firm financial metrics.
- Work with financial reporting tools to maintain data flow between systems.
- Assist partners and other stakeholders with ad hoc reporting needs.
- Coordinate monthly financial report preparation and distribution.

Requirements:

- Bachelor's degree in Technology or Business related course of study.
- Minimum of 4 years of experience.
- Expert knowledge in Microsoft Excel and Access.
- Strong analytical skills.
- Must be highly organized and able to handle multiple tasks efficiently.
- Excellent interpersonal and communication skills with the ability to communicate clearly and concisely with senior management and partners.
- Must be able to discuss reporting needs with non-financial stakeholders and create timely and useful reports and information.
- Ability to adapt to cyclical periods, peak work loads, new assignments and work independently to meet deadlines.
- Must have flexibility to work outside scheduled hours as required.

Preferred Qualifications:

- Knowledge of VBA and SQL a plus.
- Knowledge of Elite Enterprise (3.6 or higher) or CMS a plus.
- Knowledge of IBM Cognos and Redwood BI a plus.
- Knowledge of FileMaker Pro a plus.

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BENEFITS ANALYST
BENEFITS DEPARTMENT

Debevoise & Plimpton LLP is a premier law firm with market-leading practices, a global perspective and strong New York roots. Our clients look to us to bring a distinctively high degree of quality, intensity and creativity to resolve legal challenges effectively and cost efficiently. We believe in hiring talented and dedicated individuals as members of our administrative community. We draw on the strength of our culture and structure to deliver the best of our firm to our lawyers and clients through true collaboration. The firm is seeking a **Benefits Analyst** to become an integral part of the Benefits Department. This role supports many functions across Benefits and reports to the firm's Director of Benefits.

RESPONSIBILITIES include but are not limited to:

- Serve as a HRIS super-user for the department (provide training to the Benefits Department and provide technical support to end-users, etc.).
- Support the health and welfare functions of the department by auditing monthly bills and annual carrier census file.
- Assist with complex claim issues and providing support for the annual plan renewal process.
- Monitor and maintain all integrations between the HRIS system and vendors including maintaining and analyzing error reports.
- Develop non-standard and automated reports for ongoing data needs.
- Manage the Firm's annual Open Enrollment process, which includes setting up the current system, conducting data audits, disseminating information to employees, and preparing/distributing materials.
- Evaluate the firm's benefits needs for the HRIS system, and ensure that the system design continues to meet requirements while supporting maintenance of the system as it relates to benefits administration.
- Assess and recommend changes to current processes, workflows, and systems.
- Prepare and provide the payroll department with the data required for tax reporting requirements such as W2 employer medical costs and ACA Form 1095.
- Provide back up support to Benefit Coordinators as needed.
- Assist with special projects, such as dependent eligibility and renewals.
- Keep up to date on rules and regulations pertaining to employee benefits.
- Provide administrative support as needed.

REQUIREMENTS:

- Bachelor's degree preferred.
- Minimum of 3-5 years of Benefits related HRIS experience.
- Advanced knowledge of Microsoft Office.
- Strong Excel skills (i.e. Vlookups, pivot tables, macros etc.).
- Experience maintaining confidential/sensitive information.
- Solid understanding of database design, structure, functions/processes, and analysis tools.
- Strong organizational, analytical, and troubleshooting skills.
- Ability to work well independently and in a team environment.
- Self-motivated, proactive, and possesses a high sense of urgency.
- Ability work in a fast paced environment, without sacrificing accuracy or quality of work product.
- Strong communications skills both verbal and written.
- Ability to prioritize and multi-task in a diverse & growth oriented environment.

PREFERRED QUALIFICATIONS:

- Experience with large law firms is preferred.
- Working knowledge of Workday HRIS system.
- Experience working through an open enrollment or annual renewals benefits cycle.
- Exposure to project-related systems initiatives is a plus.
- Strong understanding of benefits processes and data, including eligibility and enrollment rules/procedures.

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MESSAGING SYSTEMS ENGINEER
INFORMATION SERVICES DEPARTMENT

Debevoise & Plimpton LLP is a premier law firm with market-leading practices, a global perspective and strong New York roots. Our clients look to us to bring a distinctively high degree of quality, intensity and creativity to resolve legal challenges effectively and cost efficiently. We believe in hiring talented and dedicated individuals as members of our administrative community. We draw on the strength of our culture and structure to deliver the best of our firm to our lawyers and clients through true collaboration. The firm is seeking a **Messaging Systems Engineer** to become an integral part of an Information Services Department. Operations Engineers are engaged in various technology projects from the point of research and design to implementation, training and support. The goal of the group is to provide technical expertise towards the success of each project and resolve support issues. The Messaging Systems Engineer designs, implements, and supports messaging systems including servers, storage, and networking systems. This position reports to the Operations Engineering Supervisor.

RESPONSIBILITIES include but are not limited to:

- Design, implement, migrate, and support Microsoft Exchange (2007, 2010, 2013), as well as support the network and storage systems used by the Exchange infrastructure.
- Architect, implement, and maintain global messaging infrastructure which includes but not limited to; Exchange, BES, MDM, Active Directory, DHCP, DNS, mail gateways, and security.
- Maintain Microsoft Windows Active Directory by performing role based access control, monitoring, security, backups, scripting, and disaster recovery.
- Troubleshoot and resolve all messaging and Active Directory related issues.
- Manage messaging related security, such as but not limited to; third party mail gateways, anti-virus, anti-spam and TLS technologies.
- Proactive monitoring of the messaging environment and recommend changes as necessary.
- Provide documentation and training to peers as well as other engineers in the Information Services Department.
- Create technical proposals for business reviews and documentation for training.
- Design, implement, and support mobile devices management, such as Mobile Iron, AirWatch, and BlackBerry Enterprise Server.
- Execute projects both individually and on a team basis for large initiatives.
- Other duties as deemed appropriate by the Operations Engineering Supervisor.

Requirements, Skills and Related Competencies:

- Minimum of six years of experience in Microsoft Exchange (2007, 2010, 2013) and Active Directory (2008, 2008R2, 2012).
- Excellent troubleshooting skills related to Active Directory and Exchange.
- Expert working knowledge of DHCP, DNS, Windows 2008, Windows 2012, and PowerShell.
- Expert working knowledge of MDM solutions such as Mobile Iron and Blackberry Enterprise Servers.
- Excellent written and oral communication skills, with the ability to communicate with technical and non-technical staff at all levels.
- Highly proficient in Microsoft Office including Visio.
- Must be willing to learn and adapt to technologies outside of current skill set.
- Must be available to provide after-hours support and project deliverables.

PREFERRED QUALIFICATIONS:

- Experience with large law firms preferred.
- Bachelors Degree in Information Technology or Engineering.
- Current Exchange and Active Directory certifications.
- Understanding of large global user environments (around 1000-2000 users).
- Knowledge and familiarity with load balancers, VMware, and Networker.

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NETWORK OPERATIONS CENTER ENGINEER- EVENING SHIFT
INFORMATION SERVICES DEPARTMENT

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RESPONSIBILITIES include but are not limited to:

- Every aspect of the day-to-day operations of the Firm's global network, data center local area network, servers, computing infrastructure, as well as the integrity of the Firm's data and application run-time environments.
- Assist users and other I.S. personnel over the phone and via e-mail. Customer service and prompt attention to users' needs is expected.
- Support all aspects of a Microsoft Windows network including Microsoft and third-party applications, Windows servers, WAN, and LAN connectivity.
- Handle incident management, communication (written and verbal), and troubleshooting with limited direct supervision.

REQUIREMENTS:

- 3-5 years of network operations experience in a midsize to large environment
- Windows 2000/2003/2008 administration experience
- Exchange 2007/2010 support experience
- Experience with network monitoring tools (SCOM, What's Up, SIM, PRTG)
- Network troubleshooting skills (ping, tracert, nslookup, etc.)
- Knowledge of Windows infrastructure services (WINS, DNS, Active Directory)
- Experience supporting a VMWare 4.x environment

PREFERRED QUALIFICATIONS:

- Large law firm support experience preferred.
- Customer Support experience preferred.
- Basic Microsoft SQL 2000/2005 support experience.
- Autonomy iManage experience.
- Blackberry 3.6 and 4.x support experience.
- Citrix and RSA support experience.
- Netbackup/BackupExec experience.
- Hands-on Server/Data Center experience.
- Microsoft/VMWare certifications.
- A willingness to work any shift, including weekends and holidays, is expected.

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APPLICATIONS ENGINEER
INFORMATION SERVICES

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RESPONSIBILITIES include but are not limited to:

- Maintain a multi-region installation of Worksite clusters in a 24x7 environment.
- Diagnose and resolve Worksite issues.
- Proactively monitor and analyze logs and metrics around utilization and capacity and recommend changes and quality checks as necessary.
- Document the system and train IS staff to support it.
- Other duties as deemed appropriate by the Application and Desktop Engineering Supervisor.

REQUIREMENTS:

- Excellent verbal and written communication skills.
- Ability to work independently and quickly troubleshoot production issues.
- Minimum of 3 years experience supporting a matter-centric Worksite document management system in a large environment.
- Ability to architect / build / maintain / upgrade Autonomy Worksite systems in all firm offices and datacenters.
- Expert working knowledge of core Worksite services, communication server, IDOL and IUS server and Desksite client.
- Expert working knowledge Worksite databases in an MSSQL environment.
- Working knowledge of Windows Server 2008 or 2012, Active Directory, Networking, and Windows security.
- A strong sense of focus and excellent attention to detail, while working in a very fast-paced and energetic environment.
- Must be available to provide after-hours support.

PREFERRED QUALIFICATIONS:

- Bachelors degree in an Information Technology field.
- Autonomy WorkSite Certified Systems Engineer qualification strongly preferred.
- Experience successfully supporting an AMLaw 100 firm with a document management system implementation, conversion or upgrade.
- Experience with structured project management or have served as technical lead on document management related project teams.

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BUSINESS DEVELOPMENT SENIOR STRATEGIST

MARKETING DEPARTMENT

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RESPONSIBILITIES INCLUDE but are not limited to:

- Proactively identify opportunities and advise plans for action to partners and other firm leadership to advance specific priority growth objectives, including:
 - Developing actionable plans for expansion of relationships with current clients
 - Developing actionable approaches for aspirational clients
 - Regularly following-up with and encouraging partners in support of their business development efforts
 - Following practice, industry, and regional trends to identify business opportunities relevant to growth initiatives.
- Collaborate with partners and practice group leaders to draft, develop, and implement strategic business development plans, including working with newly promoted partners on individual business development plans, and with lateral partners on business development integration.
- Drive innovation and continuous improvement in business development approaches, client presentations, RFP responses, and other associated areas with securing new clients and winning new business.
- Manage client teams, organize and oversee pitch rehearsals, and lead all other critical areas to ensure the highest level of effectiveness in winning new business; perform regular analysis of current methodologies to client approaches, making recommendations and improvements as necessary.
- Build and maintain strong lines of communication across the firm, cultivate strong relationships with senior leadership, partners, lawyers, and other business professionals, globally.
- Participate in fostering a culture that is team-oriented and committed to the highest levels of client service and professional excellence.

REQUIREMENTS:

- A minimum of six to eight years of business development leadership or strategic business consulting experience with highly sophisticated, global professional services organizations.
- Demonstrated success leading transformative change, innovation, and continuous improvement in business development practices, processes, and methodologies.
- Strong financial and business acumen, project management, and analytical skills; the ability to develop comprehensive short- and long-term strategic plans from broadly stated business objectives.
- Superior presentation, writing, and interpersonal skills; the ability to interact credibly, diplomatically, and effectively with all levels within the firm, its client base, and in the outside community, tailoring communications for different groups and stakeholders.
- Outstanding interpersonal skills; the ability to lead through influence rather than direct control and to create consensus-based support for business strategies and decisions.
- A consultative, collaborative, and highly client-service oriented approach.
- An undergraduate degree in business, marketing, or a related field is required; MBA strongly preferred.

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BUSINESS DEVELOPMENT COORDINATOR

MARKETING DEPARTMENT

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Responsibilities include but are not limited to:

- Create pitch books and other marketing materials for potential and existing clients.
- Maintain various client outreach and client activity logs and databases.
- Update and maintain firm's marketing materials, including brochures, practice descriptions, lawyer biographies and experience lists.
- Perform various tasks to assist client team development, including client team meeting preparation and analysis of financial and market data.
- Conduct industry and geography-specific research projects to create market and competitive analyses as well as identify business development opportunities and develop client target lists.
- Compile submissions to legal rankings directories and league table providers such as *Chambers*, *Legal 500*, *IFLR1000*, Thomson, Bloomberg, SNL, and mergermarket as part of the firm's profile raising activities.
- Draft and edit various RFP/RFI responses for existing and potential clients, including qualitative and quantitative data compilation.
- Schedule meetings and reserve conference rooms on behalf of supervisors.

Requirements:

- Bachelor's Degree required (minimum 3.2 GPA strongly preferred).
- Excellent written and verbal communication skills are required.
- Strong attention to detail is critical and must be demonstrated.
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Preferred Qualifications:

- Relevant experience preferred; post grad experience and college/internship experience will be considered.
- Majors in English, History, Political Science or Finance preferred.
- Business development experience within a law firm helpful but not required.

Please note this is an entry-level position with opportunity for growth. Ability to work significant overtime (between 10-20 hours a week), occasional nights and weekends, and flexibility in starting time (as needed) is expected. Candidates must possess a professional demeanor and strong interpersonal skills since this position requires daily interaction with staff and lawyers, and communication with researchers from legal directories.

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A resume and cover letter are required to apply for this position. Please tell us your salary requirements and where you saw this position posted. Send required materials to:

Human Resources

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