



Erie County Assigned Counsel Program

Job Title:	Billing Auditor	Job Category:	Non-Exempt
Department/Group:	Support Staff	Job Code/ Req#:	
Directly Reports to:	Chief Financial Officer	Supervises:	N/A
Location:	Office/Remote from Home Office/8 am to 4 pm	Travel Required:	No
Level/Salary Range:	\$65,000-\$75,000	Position Type:	Full-time

Job Description

ROLE AND RESPONSIBILITIES

- Audit Panel Attorney (Independent contractors) billing records, time entries and supporting documentation to ensure compliance with funding requirements and agency policies.
- Identify billing discrepancies, unusual billing patterns, duplicate charges, unsupported expenses, excessive time entries, and other outliers requiring review or adjustment
- Cross reference statistical data on charges to ensure billing patterns are following program regulations
- Analyze billing trends and recommend process improvements to enhance billing accuracy and cost control.
- Communicate with management staff, attorneys and administrative staff regarding voucher corrections
- Notify attorneys through the case management system for voucher errors
- Assists Deputy(s) of Criminal and Family court with ongoing panel attorney billing audits
- Assists with internal control reviews of panel attorney voucher processing
- Assists Chief Financial Officer as needed
- Perform other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred. 3+ years of experience in accounting, auditing, or financial administration. Strong attention to detail, analytical skills and knowledge of invoice review processes and billing controls are essential for this role. Extensive Proficiency in Microsoft Excel a must. Experience in Adobe, and Outlook required. CPA certification is not required.

Preferred Skills

Experience with a case management system such as Defender Data. Ability to work independently and multi-task. Familiarity with internal controls and audit procedures. Ability to work independently and meet deadlines. Legal background beneficial.

ADDITIONAL NOTES

The Assigned Counsel Program is an Equal Opportunity Employer.

Reviewed By:	Hope Keilman	Date:	6/22/26
Approved By:	Michael Mohun	Date:	6/22/26
Last Updated By:	Hope Keilman	Date/Time:	06/22/2026