



Teamwork. Network. Dream work.

Billing Specialist

Location: Sofia

Position:

Full-time employee, as of now

Compensation:

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We are looking for a Billing Specialist to join our team in the Wolf Theiss Sofia office. In this role, you will work closely with lawyers, finance professionals, and administrative teams to ensure accurate and timely billing processes. You will play a key role in supporting the firm's financial operations by managing billing procedures, monitoring client invoicing, and maintaining high standards of accuracy and service. This position offers the opportunity to work in a dynamic, international environment and contribute to the efficient operation of a leading law firm.

How you'll contribute

- Preparing, reviewing, and processing client invoices in accordance with client requirements and internal procedures.

- Working closely with lawyers and matter teams to ensure accurate time recording, billing arrangements, and cost allocations.
- Monitoring billing schedules and ensuring timely invoice issuance and follow-up.
- Assisting with the resolution of billing queries and liaising with clients, lawyers, and finance teams as needed.
- Maintaining billing records and supporting the preparation of financial reports and analyses.
- Contributing to process improvements and helping ensure compliance with internal policies and client-specific billing guidelines.
- Supporting the Finance team with additional accounting and administrative tasks where required.

What matters to us

- A degree in Finance, Accounting, Business Administration, Economics, or a related field.
- Previous experience in billing, finance, accounting, or a similar administrative role is preferred.
- Excellent communication skills in Bulgarian and English; knowledge of German is considered an asset.
- Strong numerical and analytical skills, with exceptional attention to detail and accuracy.
- Proficiency in Microsoft Office applications, particularly Excel; experience with billing or ERP systems is an advantage.
- A structured, diligent, and proactive approach to work, with the ability to manage multiple deadlines and priorities.
- Strong interpersonal skills and the ability to collaborate effectively with colleagues across different teams and jurisdictions.
- A high level of professionalism, discretion, and commitment to delivering excellent internal and external service.

The **human** network.

Working at Wolf Theiss

For over 65 years, Wolf Theiss has been advising national and international clients, from privately held businesses to multinational corporations, on all aspects of business law in the Central, Eastern and South-Eastern European region. With more than 400 lawyers in 13 countries and a central European hub in Brussels, Wolf Theiss combines broad regional reach with in-depth local expertise, enabling seamless cross-border work and maintaining a strong local presence.

We are committed to fostering **a diverse and inclusive workplace** with equal opportunities for all and welcome applications regardless of gender, age, ethnic origin, nationality, religion or belief, sexual orientation, or disability.

What we offer

- Challenging and diverse work within an international environment with a strong focus on CEE/SEE
- Continuous professional development through our WT School
- A clear and transparent career path with dedicated mentoring and long-term development opportunities
- A secure, long-term position within a dynamic team
- An office that's easy to reach by public transport.
- Regular team events, activities and company celebrations
- Annual comprehensive health check

- Complimentary snacks and hot beverages

Please submit your application documents (CV, cover letter, and academic transcripts) online, or contact us by phone if you would like to learn more about the position.



Contact

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Wolf Theiss

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