
Coordinator, Accounts Receivable



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Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing exclusively on litigation and advocacy our lawyers represent a diverse range of clients from commercial disputes and class actions to cross-border matters and professional regulation.

Under the supervision of the Supervisor, Billing & Accounts Receivable, this position will be responsible to assist the team in all areas around billing, WIP and accounts receivable (collections). The team's mandates are to ensure timely processing of bills and collections and monitor and control the Firm's unbilled time (WIP - Work in Progress). The individual must be capable of building positive relationships with all members of the Firm.

We are currently seeking a Coordinator, Accounts Receivable to join our team.

WHAT DIFFERENTIATES US?

We are committed to excellence – today and in the future – for ourselves and for our clients. We have a sophisticated and growing business team that includes professionals in several disciplines such as marketing, business development, pricing, process improvement, knowledge management, human resources, professional development, client operations, and strategic planning.

We are committed to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We have developed several award-winning and forward-thinking initiatives including resume anonymization in student recruitment to decrease barriers for diverse candidates and [ReferToHer™](#), a program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on www.litigate.com.

ROLES & RESPONSIBILITIES

Billing and Accounts Receivable

- Generate monthly A/R reports and client Reminder Statements
- Monitor AR > 30 days and follow up with Lawyers
- Process Write off's
- Process credit card payments
- Assist in monitoring WIP to ensure timely billing
- Assist Billing Specialists in Preparing and Submitting invoices to clients (this includes docket revisions/transfers, fee adjustments, posting of invoices and electronic billing)
- Assist in Rate Maintenance

- Updating system records (closing matters, matter contacts, Billing & AR notes)
- Assist the team in monthly and ad-hoc reporting

Client Relations

- Follow up with clients on missing or delayed payments
- Communicate with clients to resolve payment queries, make recommendations on payment options and escalate unresolved issues appropriately

EDUCATION & EXPERIENCE

- University degree or College diploma is required, preferably with focus on Accounting/Business
- Minimum 2+ years of billing, Accounts Receivable, and/or accounting experience is required
- Experience in a law firm setting is preferred

KEY SKILLS & CHARACTERISTICS

- Demonstrated understanding of accounting principles and general Finance processes (AP, Trust, Billing, AR/WIP/Collections) with ability to interpret and analyze data
- Excellent communicator with focus on customer service
- Reliable and flexible, with ability to prioritize multiple projects and drive results
- Tech and Computer Applications Savvy – Proficient in Excel, good working knowledge of other Microsoft applications (Word, Outlook, PowerPoint) and able to learn new programs
- Problem solver with the ability to analyze information and map out plan to complete
- Forward thinking with focus on continuous improvement around processes and technologies

OTHER INFORMATION

- **Reporting Details:** Supervisor, Billings & Accounts Receivable
- **Hours of Work:** Overtime is to be expected from time to time

Qualified candidates are asked to submit their cover letter and resume [HERE](#).

Lenczner Slaght invites applications from all qualified candidates. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all requests and questions to [Lynsey Clement](#) (Specialist, Human Resources).