
Collection Coordinator

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

Lenczner Slaght is currently seeking a **Collection Coordinator**.

ROLE DESCRIPTION

Under the supervision of the Manager, Billing & Accounts Receivable, the **Collection Coordinator** will be responsible to monitor all outstanding accounts receivable and liaise with lawyers to ensure timely collection of payments from clients. The individual must be capable of building positive relationships with all members of the Firm.

Specific duties in fulfillment of this role include, but are not limited to:

ROLES & RESPONSIBILITIES

- Generate client Reminder Statements for AR > 30 days and follow up with clients on missing or delayed payments
- Monitor AR in 3E Collections system and maintain accurate collections notes
- Regular meetings with Lawyers to discuss action plan for collections
- Communicate with clients to resolve payment queries, make recommendations on payment options, and escalate unresolved issues appropriately to Manager
- Process AR Write off's in 3E Financial system
- Provide instructions to accounting clerk on application of payments received
- Provide monthly and ad-hoc reporting
- Coordinate / assist Billing & Collection Specialists with Billing Statements and client reporting requirements

EDUCATION & EXPERIENCE

- University degree or College diploma is required, preferably with focus on Accounting/Business
- Minimum 1-3 years of collection 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, confident in speaking with partners / senior management
- 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:** Manager, Billings & Accounts Receivable
- **Hours of Work:** Overtime is to be expected from time to time
- This is a hybrid role.

WHAT DIFFERENTIATES US?

We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. 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 by visiting litigate.com.

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

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from racialized persons/ persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2+ persons, and individuals from other equity deserving groups. 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 [Human Resources](#).