

## **Accounts Receivable and Collections Clerk**

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. We are currently seeking an Accounts Receivable and Collections Clerk to join our team.

Specific duties in fulfillment of this role are described below:

### **Responsibilities**

- Handling all outgoing bills, invoices and payments on behalf of the Firm; monitoring for non-payments, delayed payments and other irregularities
- Maintaining and resolving all client situations regarding outstanding accounts, account disputes and billing discrepancies by investigating and researching client queries
- Preparing records and overdue notices in a timely manner and following through with missing or delayed payments
- Maintaining all related financial records and reconciliations, including creating and maintaining credit history files
- Overseeing the Firm's collections processes and procedures and proposing changes when necessary
- Responding to credit inquiries from external and internal clients
- Provides general assistance to the Firm's finance department and ensures compliance with the Firm's purchasing and billing policies and procedures

### **Education and Experience**

- High school diploma and a University degree or College diploma is required
- Experience performing Accounts Receivable and/or Collections duties for a minimum of 3 years is required; experience working in a law firm environment is preferred
- Experience using financial software is required
- Experience with data entry is required
- Microsoft Excel experience is required (i.e., ability to properly input and format data)

### **Key Competencies**

- Demonstrated understanding of accounting A/R functions
- Communication skills both verbal and written are essential
- Comfortable and confident speaking to firm members in all positions regarding accounts
- Proven listening skills and the ability to remain calm in situations that require resolution; must be courteous, professional and exhibit excellent telephone and email etiquette
- Forward thinking, able to take initiative, identify and solve problems efficiently using multiple data sources
- Ability to analyze information with acute attention to detail

- Strong mathematical, data entry and numerical aptitude
- Must be able to handle time-sensitive tasks and materials and deal with them accordingly
- Demonstrated ability to prioritize workload and manage one's own time, while showing diligence in monitoring and managing Accounts Receivable and Collections in a timely manner
- Demonstrate friendly, cooperative attitude and maintain a high level of collaboration
- Excellent understanding of customer service and be team-oriented with effective interpersonal skills
- Computer experience - must be proficient with Microsoft Word, Excel and Outlook and adaptable and able to learn new programs as they are introduced
- Strong organization skills
- Flexible and reliable in schedule
- Maintains a high degree of confidentiality

Qualified candidates are asked to submit their résumé and cover letter [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 to:*

*Barbara Russell  
Director, Human Resources*