
Coordinator, Billing

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 and business professionals. Learn more at litigate.com.

Lenczner Slaght is currently seeking a **Coordinator, Billing**

ROLE DESCRIPTION

Under the leadership of our Manager, Billing & Accounts Receivable, your core responsibilities will be to provide billing support to a portfolio of Lawyers and files in the Firm. You will liaise with people in all areas of the firm and therefore must be confident in dealing with people in all positions and use your strong technical, communication, and interpersonal skills to address and resolve issues. You must thrive in the fast pace of a busy law firm, keep up to date with changes in the industry and take pride in delivering excellent customer service on tight deadlines.

ROLES & RESPONSIBILITIES

Billing / Collections

- Provide comprehensive billing support to a portfolio of Lawyers and files.
- Generate and post proformas in the financial system.
- Review dockets and apply adjustments including reductions, transfers, and write-offs.
- Prepare invoices and submission to clients.
- Maintain client contacts, billing addresses, and payor information in the financial system.
- Perform soft collections, work with clients to resolve payment queries, make recommendations on payment options, and escalate unresolved issues accordingly.
- Respond to client inquiries.

Other

- Ad hoc reporting and analysis using Excel.
- Provide training to Lawyers / Legal Assistants on the Billing Workflow process.
- Support projects as required for process improvements and system implementations.

Other duties will be assigned as needed

EDUCATION & EXPERIENCE

- University degree or College diploma, preferably with focus on Accounting/Business.
- Minimum 1-2 years of billing experience in a legal or professional services or equivalent working environment.
- Experience with Microsoft Excel and Word.

- Experience with 3E, Elite Enterprise, Aderant or similar accounting system is preferred.
- Experience with third-party e-billing systems (TyMetrix, Collaborati, LegalTracker, BillingPoint, Passport, etc.) is considered an asset.

KEY SKILLS & CHARACTERISTICS

- Strong verbal and written communication skills to liaise with various stakeholders.
- Must be analytical with the ability to evaluate using multiple data sources.
- Excellent organizational skills, with the ability to prioritize and work well under tight turnaround times and deadlines.
- Demonstrate a friendly and collaborative mindset.
- Strong attention to detail.
- High level of discretion and confidentiality.

OTHER INFORMATION

- **Reporting Details:** Reports directly to Manager, Billing & Accounts Receivable.
- **Hours of Work:** 9:00 am to 5:00 pm or other mutually agreeable hours of work.
 - Overtime is to be expected from time to time.
- **Work Arrangement:** This role is hybrid (minimum two days a week in the office) in accordance with the firm's current policy, which may be amended at any time.

WHAT DIFFERENTIATES US?

We're expert litigators. Our experience is why people turn to us in the most difficult situations. We have done tens of thousands of cases, thousands of hearings, and hundreds of trials and arbitrations for our clients. Litigation is our passion and focus.

We're bold innovators. As deep thinkers and problem solvers, every person at our firm can envision, plan and execute big ideas. If it hasn't been done before, we aren't afraid to be the first. See our award-winning programs: ReferToHer™, Commercialist.com, and Data-Driven Decisions.

We're team players. We are a firm with deep values, centered around our commitment to excellence and winning. We promote supportive, collaborative working relationships. We know the power of our people and we intend to harness that for the benefit of our firm, our clients, and our industry.

We're future focused. To remain number one, we recruit and develop top talent – this includes lawyers and non-lawyer alike. We attract the best clients and work on the best cases. We live our values. We professionalize our business. And we implement big, bold ideas. In short, we're prepared for the future and committed to success.

We're diverse thinkers. We are committed to equity, diversity and inclusion because our varied perspectives, backgrounds, identities, and cultures are our greatest assets – it enhances our collaboration, problem-solving, and litigation strategy. That's what gives us an edge with our clients.

We're award winners. We're driven to be number one for our clients and for ourselves. We have been recognized by Lexpert as the #1 firm in Toronto for Litigation for 22 consecutive years and are ranked top-tier by world-renown directory, Chambers Canada. We strive for excellence in everything we do.

HOW TO APPLY

Qualified candidates are asked to submit their cover letter and resume to Isabelle Naraine (Director, Human Resources) [here](#).

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from candidates with diverse backgrounds. We are committed to advancing inclusion, diversity, equity and accessibility in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all questions, including requests for accommodation, to [Human Resources](#).