
Coordinator, Accounts Receivable ~ 1-Year Contract

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, Accounts Receivable** to join our team on a **1-Year Contract**.

ROLE DESCRIPTION

Under the supervision of the Manager, Billing & Accounts Receivable, the **Coordinator, Accounts Receivable** will be responsible for monitoring 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.

ROLES & RESPONSIBILITIES

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

- Generate client statements for AR > 30 days and follow up with clients on missing or delayed payments
- Monitor AR in 3E Collections system AccAccc and maintain accurate collections notes
- Respond to inquiries sent to the Receivables inbox in a timely manner
- Conduct 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 Billing & AR
- Process AR Write-off's and trust disbursement requests in 3E Financial system
- Resolve overpayments, including contacting the client and coordinating with Receipts team
- Provide instructions to Receipts team on application of payments received
- Provide monthly and ad-hoc reporting
- Coordinate / assist Billing Specialists with Billing Statements and client reporting requirements
- Provide back-up assistance for Receipts team, including payment application and reversal
- Cheque deposits

Other duties as assigned.

EDUCATION & EXPERIENCE

- University degree or College diploma is required, preferably with focus on Accounting/Business

- Minimum 1-3 years of accounts receivable 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:** Reports to Manager, Billing & Accounts Receivable
- **Hours of Work:** Monday to Friday, 9am to 5pm
 - Overtime may be required from time to time
- **Contract:** 1-Year Contract
- **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](#)