

JOB POSTING

Torkin Manes is a vibrant, growing, medium-sized full service law firm located in downtown Toronto. We are currently seeking a Billing Coordinator with over 5 years of strong accounting experience, preferably within the legal industry, and a related undergraduate degree. This is a new role within our team and the ideal candidate has experience with Trust Accounts, e-Billing, and Collections.

Position Title: Billing Coordinator

Reporting To: Manager of Accounting

Position Type: Full-Time, Permanent

Responsibilities

- Maintain rates in Elite, by reviewing and maintaining client fee structures, rate changes, special billing requests and invoices to determine compliance with Firm policies and procedures.
- Review WIP, process WIP write-offs and transfers when appropriate.
- Edit and finalize accounts following lawyer instruction and client specifications.
- Research, reconcile and review billing uploads for accuracy.
- Process and submit electronic invoices using e-Billing Hub and work with external billing providers and external clients to resolve e-billing issues.
- Review and determine tax application for client invoices.
- Work with the legal professionals to manage the billing process from beginning to end, train legal assistants on the Billing process when required.
- Provide assistance/back-up support as required to other areas in the Finance team as well as legal assistants when needed.

Qualifications

- 5+ years of billing experience, including e-Billing.
- An undergraduate degree, preferably in Business.
- Experience with Elite/3E.
- Previous law firm experience.
- Thorough knowledge of LSO rules and regulations relating to billings, collections and trust.
- Excellent communication skills and positive and professional demeanour.
- Must be resourceful and demonstrate strong problem solving skills, with the ability to make informed judgment calls in an experienced and professional manner.
- Strong ability to ensure Firm policies and internal control procedures are met.
- Able to work efficiently/accurately with little instruction or supervision while demonstrating initiative.
- Adaptable and accepting of change.
- Flexibility for overtime when required.

To apply, please submit your resume to hr@torkinmanes.com

*Torkin Manes LLP is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Torkin Manes LLP is proud to provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please inform us as soon as possible by reaching out to **Simone MacIsaac**, HR Manager, by email at smacisaac@torkinmanes.com or by phone 416-777-5450, and we will work with you to meet your accessibility needs.*

Posting Date: February 26, 2019