

## BILLING CLERK

Alexander Holburn Beaudin + Lang LLP is a leading national firm dedicated to providing a full range of business, litigation and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking a Billing Clerk with solid work experience to join our team. This position works closely with our Accounting department and will report directly to the Director of Finance. Candidates must be able to work well both independently and within a team environment.

### Responsibilities:

- WIP Disbursements: cost transfers, write-offs and investigation of various discrepancies; manual cost postings.
- WIP Time: time transfers, write-offs and investigation of various time related discrepancies, such as incorrect billing rates, double entries and such.
- Preparation and posting of e-bills on a monthly basis.
- Review and follow-up on WIP reports on a monthly basis, and Contingency files WIP on a quarterly basis.
- Answering various e-billing inquiries.
- Follow-up and resolution of rejected bills.
- Assistance with billing reports and special billing rates setup and maintenance.
- Other ad hoc duties as requested by the management based on business needs.

### Qualifications:

- Solid understanding of basic accounting principles.
- Minimum of 3 years of experience in a similar role; experience in a professional services firm would be considered an asset.
- The ability to prioritize work and meet tight deadlines.
- Knowledge of e-billing platforms (ie. Legal-X, TyMetrix 360, Legal Tracker).
- Knowledge of iManage and Elite 3E would be considered an asset.
- Intermediate skills of Microsoft Suite.

### Salary:

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after 2 years of employment with the firm.

### Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners,



## **JOB DESCRIPTION**

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regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to [hrinfo@ahbl.ca](mailto:hrinfo@ahbl.ca).