

BILLING COORDINATOR

Alexander Holburn Beaudin + Lang LLP is a leading 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 Coordinator with solid work experience to join our team. This position works closely with our accounting department and reports directly to the Billing Manager. Candidates must be able to work well both independently and within a team environment.

Responsibilities:

- Coordinate the full billing cycle for lawyers and law clerks, ensuring timely and accurate invoice preparation and submission.
- Prepare and review monthly paper bills and e-bills, ensuring compliance with client billing guidelines and law firm standards.
- Submit invoices through various e-billing platforms (e.g., Legal-X, TyMetrix, CounselLink), and follow up on approvals, rejections, and client inquiries.
- Investigate and resolve rejected or disputed bills in collaboration with lawyers and clients.
- Manage WIP disbursements, including cost transfers, write-offs, manual postings, and investigation of discrepancies.
- Handle WIP time adjustments such as time transfers, write-offs, and resolution of issues including incorrect billing rates or duplicate entries.
- Review and follow up on WIP reports monthly, and conduct quarterly reviews of contingency file WIP.
- Respond to internal and external billing inquiries in a timely and professional manner.
- Collaborate with legal and finance teams to ensure billing accuracy and proactively resolve issues.
- Generate and support billing-related reports and analytics to assist with financial planning and performance tracking.
- Perform other duties and responsibilities as assigned, contributing to the overall efficiency of the billing department.

Qualifications:

- Solid understanding of basic accounting principles.
- 2+ 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.

Compensation:

AHBL offers a competitive salary ranging from \$50,000 to \$65,000. We also offer a variety of benefits, including:

- Health and Dental plan, an Employee Assistance Program (EAP), and a matching RRSP Program after one year of employment with the firm.
- Paid Time Off: vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year.
- Lifestyle Benefit: a health and wellness allowance for fitness memberships and other health expenses.
- Education Reimbursement: we are committed to continued growth and development, and our educational reimbursement provides an opportunity for our staff to expand their skills and knowledge.
- Fun Environment: staff events, an annual year-end party, happy hours, staff appreciation week, and many other social events.

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, 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 hinfo@ahbl.ca.