

## JOB POSTING

Torkin Manes is a vibrant, growing, medium-sized firm located in downtown Toronto. Our 90 lawyers practise in all areas of business law and litigation. We are seeking an Accounting Clerk, with expertise in accounts payable and billings to join our Accounting team.

**Position Title:** Accounting Clerk (Accounts Payable and Billings)

**Position Type:** Full-Time, Permanent

### Position Summary:

This position reports to the Manager of Accounting and is part of a 7 person Accounting Team. The Accounting Clerk is responsible for (but not limited to) accurate and efficient processing of daily client and Firm transactions. This role acts as a back up to the Billing Clerk and is the lead person for eBillings.

The position is scheduled to work 8:30 – 4:30 pm (*flexible*) Monday to Friday. Overtime and flexibility may be required to meet deadlines.

### Duties and Responsibilities:

#### **Accounts Payable:**

- Process “prompt payment” (demand) cheques, ensuring accurate posting to Client/matter files where applicable
- Posts incoming Trust wires
- Assists with closing and trust transfers as required
- Post and process payment for accounts payables
- Post and process expense reports
- Download and post client disbursements
- Post Transaction Levies and reconcile and process payment for quarterly report

#### **Billing Back Up:**

- Provides backup to the Billing Clerk during busy periods and absences as required
- Prepare and process client billings as required
- Finalize and cancel invoices
- Process partial credit notes and bill cancellations
- Answer incoming billing related inquiries received from lawyers or assistants
- Miscellaneous billing duties including write-offs and transfers of WIP, set-up special rates on files and re-value WIP, yearly update of all timekeeper billing rates and re-value WIP as necessary

#### **E-Billing:**

- Generate, review and submit invoices to clients using eBillingHub and other legal billing software
- Monitor and track acceptance or rejection notifications and advise billing professionals as required
- Act as main contact to legal assistants/lawyers. Answers questions/issues pertaining to ebilling files
- Create and update lists of timekeeper rates and matter information for upload to ERM systems
- Ensure up to date knowledge of clients’ unique business needs in order to resolve billing issues and improve processes

**Accounting Clerk (Payable and Billings) Continued....**

**Other:**

- Assist with special projects as required
- Maintain accounting files
- Other duties as assigned

**Qualifications:**

- University degree, preferably in Business/Commerce
- 2-3 years of Accounting experience
- Legal industry experience, including knowledge of LSUC Trust Regulations
- Elite experience is an asset
- Experience working with e-billing software is strongly preferred
- Technically savvy, with demonstrated skills using Microsoft Outlook and Word, with the ability to learn new software and applications easily
- Possesses solid experience working within Microsoft Excel
- Familiarity with a DMS system is an asset

**Success in this role means:**

- Having a strong client service approach
- Strong research, investigative and problem solving skills
- The ability to meet tight internal and external deadlines while managing multiple projects and competing with demands for resources
- Extreme accuracy and attention to detail
- Being a self-starter with the ability to work in a collaborative, team based environment and a demonstrated ability to share knowledge with others in a clear and concise manner
- Ability to be flexible with regards to hours during busy periods to meet the demands of the role
- Discretion and confidentiality is essential to this role and required at all times

**To apply, please submit your resume to [recruitment@torkinmanes.com](mailto:recruitment@torkinmanes.com)**

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*We wish to thank all applicants for their interest, however, only candidates selected for interview will be contacted. No telephone inquiries or agencies, please.*

*Torkin Manes LLP welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

*Posting Date: March 22, 2018*