

Torys LLP is a highly respected international business law firm with offices in Toronto, New York and Calgary. We are recognized internationally as a frequently recommended law firm in a large number of practice areas. Our Toronto, New York and Calgary lawyers work together to offer seamless cross-border services to clients on both sides of the U.S.-Canada border and globally.

BILLING/CREDIT ASSISTANT

We are currently seeking a Billing/Credit Assistant to join our Financial Services team. This position requires an individual with proven billing and collections experience, a strong client service orientation and the ability to work in a fast-paced environment.

RESPONSIBILITIES:

- Coordinate with the assigned Billing Partners and liaising with lawyers to complete the full cycle billing for multi-client, multi-matter accounts.
- Draft the bill narrative to satisfy client/lawyer requirements.
- Follow up with Billing Partners regarding outstanding client work in process and receivables.
- Contact clients regarding receivables including making telephone calls, drafting letters and emails.
- Process accounts in accounting system including edits, transfers, write offs, trust transfers, uploading of accounts and amending documents as required.
- Respond to client, lawyer and management inquiries regarding work in process and accounts receivables including providing assistance and support as required to ensure the timely, accurate processing of accounts and timely management reporting.

QUALIFICATIONS:

- Minimum 3 years billing and collections experience, preferably within a professional services firm.
 - Post secondary education in an accounting or related program.
 - Strong knowledge of Word, Excel, time entry and related accounting systems.
 - Exceptional attention to detail.
 - Excellent interpersonal, written and oral communication skills for direct lawyer and client contact.
 - Strong organizational and time management skills to effectively prioritize and meet deadlines with minimal supervision.
 - Ability to work well independently and collaboratively within a team environment.
 - Flexibility to work overtime when necessary (i.e. month-end, year-end).
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HOW TO APPLY:

Karen Hatfield
Human Resources Coordinator

Torys LLP
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E-mail: khatfield@torys.com

Closing Date: February 3, 2012