

**JOB TITLE:** Accounting Clerk – Billing and Collections

**ABOUT THE FIRM:**

The immigration lawyers at Green and Spiegel LLP take a great deal of pride in helping Canadian businesses succeed by addressing their human resource needs and in helping families relocate to Canada. Providing efficient service with the utmost integrity, the firm reflects the diversity of the clients they serve and can provide services in approximately 30 languages.

Green and Spiegel LLP is seeking an **Accounting Clerk, who solely focuses on Billing and Collections** to join the team. The incumbent will work closely with the Finance Team, Administrative Team, and Lawyers to ensure that invoices are generated and distributed with accuracy and in a timely manner. This individual will also be responsible for following up with clients regarding outstanding payments.

**KEY DUTIES AND RESPONSIBILITIES:**

- Generate invoices using PC Law according to instructions received from the lawyer or admin, and forwarding to Lawyers for review and approval
- Amending and updating invoices in a timely manner based on comments received from Legal team
- Sending invoices to clients electronically and/or uploading into the appropriate electronic system as required
- Identify and resolve invoicing issues and customer discrepancies
- Processing e-transfer and credit card payments
- Maintain proper documentation of collection efforts
- Sending monthly reporting and reminder statements according to Firm Collection guidelines
- Processing write-offs within the accounting system in accordance with company policy

**ENVIRONMENT AND PACE:**

- Fast paced, high volume work environment with extremely quick application output
- Need to work independently and as part of the broader Finance team, as required
- High volume of files to keep track of on an ongoing basis
- Diverse group of clients and employees with different experiences and backgrounds
- Must be a self-starter and able to work autonomously

**SKILLS AND QUALIFICATIONS:**

- University Degree or College Diploma preferably in an Accounting-related field is required
- Exceptional written and oral communication skills
- Goal oriented, ambitious, driven, and persistent
- Previous invoicing/billing experience in a similar role is preferred
- Prior experience with PCLaw
- Proficiency in MS Office (Word, Excel, Outlook) and internal accounting systems
- Ability to work independently in a fast-paced environment
- Proven competence in investigating, addressing and resolving client issues in a timely manner
- Strong team player with customer service mentality for both internal and external clients
- Knowledge of additional languages is a strong asset

To apply, please forward your cover letter and resume to [hr@gands.com](mailto:hr@gands.com). **Please do not contact the Firm directly. No agencies please.**

Green and Spiegel LLP is committed to building a diverse workforce representative of the communities we serve. We are proud to be in compliance with the *Accessibility for Ontarians with Disabilities Act (AODA), 2005* and the *Integrated Accessibility Standards Regulation*. Accommodation will be provided in all parts of the recruitment and assessment (if applicable) process as required under Green and Spiegel LLP's Accessibility policies and procedures. Applicants must make their accommodation needs known upon requests for interviews.