

## BILLING CLERK

We are currently seeking a professional, driven and energetic Billing Clerk to support our busy Accounting team. This position offers an opportunity to work with a vibrant and team oriented group of people. The successful candidate will be a self-starter with exceptional interpersonal skills and the ability to work in a team environment.

### WHAT YOU'LL BE DOING

- Coordinate time entry and billing process for lawyers and paralegals
- Prepare and review prebills as per schedule required and in accordance with client guidelines and firm standards
- Prepare invoices
- Apply retainer funds as directed by lawyers
- Process write-offs following firm policy
- Prepare various reports related to time entries, billing, receivables, etc. as required
- Research and respond to inquiries regarding billing discrepancies and problems, ensuring that they are resolved in a timely manner
- Process credit card payments
- Upload time and costs daily
- Maintain up-to-date exception rates report
- Provide additional accounting support as required

### WHAT WE ARE LOOKING FOR

- In progress or completion of an accredited accounting program
- 2+ years of experience in a clerical/administrative role in a professional services environment
- Advanced technical skills including Outlook, MS Word and MS Excel
- Experience with Elite or equivalent accounting software experience a plus
- Aptitude for working with numbers and technology

### WHAT YOU BRING

- Excellent oral and written communication skills
- High level of accuracy and attention to detail
- Ability to juggle multiple tasks and prioritize workload in a fast-paced and time sensitive environment
- Ability to handle a high volume of bills per month
- Ability to anticipate work needs and follow through with minimum direction, follow up on own initiative
- Strong interpersonal skills and the ability to build rapport with lawyers, paralegals and legal assistants
- Calm and don't get flustered easily
- Personable, helpful, and incredibly organized and enjoy collaborating across teams
- Ability to maintain strict confidentiality of all clients and firm and billing matters
- Ability to work independently and within a team environment

### WHAT WE OFFER

Our people are the heart of our firm – we say it often and with good reason. It is only through our people's skills, ambition, dedication and hard work that we can deliver the excellent level of client service our reputation is built upon. While our expectations are high – so are our rewards. Our generous competitive compensation package is just one component of our total rewards package.

## Compensation + Benefits

- Competitive salary with structured annual reviews
- BC medical services plan, extended health and dental coverage
- Employee and family assistance program
- Life and accidental death and dismemberment insurance
- Short- and long-term disability insurance
- Paid or banked overtime
- Vacation time, sick time and personal time allotment

## Work Perks

- Firm social events
- Casual day every Friday
- Continuing education/tuition allowance
- Group RRSP plan with matched contributions

## Work / Life Integration

- Robust health and wellness program
- Fitness program annual subsidy
- Sports teams
- Recognition of service milestones
- Personal days to help balance outside commitments

## WHO WE ARE + HOW WE WORK

We are a dynamic and diverse group of highly skilled people working together to deliver excellent service to our clients. When you join our firm, you join a culture of excellence, collaboration, camaraderie and respect. We're a great place to grow your career.

Our core values focus on developing a diverse, inclusive and respectful workplace that encourages and supports differences and promotes innovative perspectives. We are committed to maintaining and expanding the diversity of our firm's lawyers and staff and creating an inclusive environment in which everyone can flourish.

## APPLY

This is an excellent opportunity to join a dynamic firm that values innovation, initiative and resourcefulness. Are you a motivated and creative team player? Do you think the fast-paced hands-on role we have described would be a perfect fit for your skillset?

If so, we cannot wait to meet you and invite you to submit your resume by email to Maggie Edwards.

Maggie Edwards  
Director of Human Resources  
E: [medwards@harpergrey.com](mailto:medwards@harpergrey.com)  
P: 604.895.2857

We encourage applications from all qualified candidates, including those with disabilities. Accessibility accommodations can be made confidentially throughout all stages of the recruitment and selection process by contacting Maggie Edwards.

We will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We thank all interested applicants, however, only those under consideration will be contacted.

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If this job isn't for you, perhaps you have a friend who would be a perfect fit. Send them this link. Thanks!!