

Billings Clerk

Robson Carpenter LLP is a leading law firm based in Ayr, Ontario (Kitchener-Waterloo Region) specializing in condominium and subdivision land development. Our experienced lawyers advise builders and developers on complex land development matters, including property acquisition, financing, condominium, and subdivision plan registration as well as municipal matters related to subdivision and condominium developments.

Robson Carpenter LLP is looking for a Billing Clerk to join The Finance department reporting to the Finance Manager. The successful candidate must have at least 1 year experience in a professional services firm.

Duties of this role will include:

- Preparing, and reviewing prebills in a timely manner, monthly or on request, including any necessary follow up with others in the Firm and revising according to the client billing guidelines.
- Preparing invoices and forwarding to clients as required.
- Monitoring and reviewing of outstanding WIP (Work in Progress) and following up with lawyers and staff to ensure timely billing.
- Acting as monitor for specific clients and/or matters when Alternate Fee Arrangements are in place. Ensuring that special rates and discounts are applied to each invoice. Monitoring thresholds and other milestones and updating billing lawyer on status.
- Posting of Teraview and Conveyancer charges.
- Closing files in PCLaw
- Experience working with PCLaw is an asset.

Excellent benefits (including 9% matching on RRSP's as well as RESP matching) and salary depending on experience.

When applying please provide details of the above requirements.

Please respond in confidence.