

Siskinds LLP is a leading law firm located in Southwestern Ontario. We are a team of over 240 lawyers and employees covering personal legal services, business law, personal injury law, and class actions law as well as over 25 specialized practice areas. We help clients make the right legal choices, manage their legal affairs, and resolve complicated matters. Our culture and working style strive to make our clients' experiences comfortable, reassuring, and productive while delivering excellence in the services we provide.

Intermediate Billings Clerk – Full-time

Siskinds is seeking an Intermediate Billings Clerk. The responsibilities include the following:

- Preparing and distributing accurate pre-bills and reports on a timely basis
- Processing pre-bills and final bills on a monthly/quarterly or on-request basis ensuring deadlines are met
- Transferring time/disbursements according to lawyers'/law clerks' instructions and Firm guidelines
- Other accounting tasks as assigned

Our ideal candidate will be a quick learner, enthusiastic and a proactive individual. The role requires strong administrative, time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical). Attention to detail is also imperative.

You work well both independently and within a team setting. You will have a sincere passion for new technology learning and application. You enjoy a fast-paced, multi-tasked and deadline driven environment.

Core qualifications, skills and attributes:

- 5+ years billings experience (professional service/legal industry preferred)
- Strong interpersonal skills with the ability to interact and communicate with all levels of the Firm
- Strong organizational and problem-solving skills
- Strong attention to detail
- Accounting Degree/Diploma preferred
- 1-2 years accounting experience preferred

We are a cohesive team and being a team player as well as having a strong technical ability and a positive attitude will make you an ideal candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits.

Siskinds is an equal opportunity employer and will work with and accommodate any needs necessary throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting "Intermediate Billings Clerk" and Your Name, in the subject line, to humanresources@siskinds.com . Deadline for submissions is Tuesday, October 4, 2022.

Contact Information:

Siskinds, London Head Office

Attention: Human Resources, 275 Dundas Street, Unit 1

London Ontario N6B 3L1

Email: humanresources@siskinds.com