

## **Accounting Administrator - Toronto**

### **Opportunity for an Accounting Clerk in Toronto**

Mathews Dinsdale & Clark LLP is seeking an Accounting Clerk with 2-3 years experience with exceptional qualities to join our team in Toronto as well as collaborating with members of our firm across Canada. We offer a dynamic, interesting, and fun environment that is team-oriented and collegial.

Mathews Dinsdale is Canada's only coast to coast national boutique law firm specializing in Labour & Employment law with offices in Halifax, Toronto, Calgary, Vancouver, Sarnia and Sault St. Marie.

### **Key Components of the Role**

- Collections which include pursuing outstanding payments for client accounts, email, and phone communication as your primary tools. Maintaining client records and comprehensive notes for effectively managing this task.
- Setting up new clients for e-billing, while adeptly managing monthly electronic bills. Generating bills in the LEDES (Legal Electronic Data Exchange Standard) format and submitting them to the client's e-billing platform. Proactively tracking the status of submitted bills, identifying issues, and collaborating with colleagues to resolve failed submissions and address deductions as they arise. Flexibility to handle other related duties as required.
- Opening/changing/close files and matters according to firm policy.
- Responding to internal and external inquiries.
- Providing assistance with other duties as arise.

### **Qualifications**

- A solid background of 2+ years in a relevant role, preferably within a law firm.
- Exceptional attention to detail and strong problem-solving abilities.
- A solid grasp of accounting principles and general financial processes.
- Experience in working with legal billing and accounting software.
- Proficiency in Microsoft Office applications, particularly Excel and Word.
- Outstanding communication skills, both written and verbal

This position is full-time, Monday through Friday. Remote work of up to one day a week is also a potential. It includes a competitive salary as well as group benefits (including health and dental in addition to a pension plan) and paid sick days among other benefits.

We appreciate all interest in this opportunity, but only qualified applicants will be contacted.

**Job Type:** Full-time

**Salary:** From \$60,000.00 per year

**Benefits:**

- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site gym
- Paid time off
- Vision care

**Schedule:**

- Monday to Friday

**Work Location:** Hybrid remote in Toronto, ON M5V 0S8