



BILLING COORDINATOR

WHO WE ARE

Zarek Taylor Grossman Hanrahan LLP (ZTGH) is a fast-paced civil litigation firm, with a deep breadth of expertise in all areas of insurance defence law. We have been consistently named as one of the top 10 Insurance Boutiques in Canada by *Canadian Lawyer Magazine*. At ZTGH we pride ourselves on providing client-focused solutions to complex legal problems and we have argued and won at all levels of court including the Supreme Court of Canada. We put a strong emphasis on collegiality and collaboration in our workspace.

Aside from a competitive compensation package and benefits plan, we offer a fast-paced, supportive, team-oriented work environment where you will immediately be able to make a contribution. We pride ourselves on being a firm that offers a stimulating career, and the opportunity to grow and shape your own future potential.

We're looking for our perfect match. If you are an experienced **Billing Coordinator** who is knowledgeable, organized, and self-motivated, then you're exactly what we're looking for!

In this role you will perform a full range of administrative and accounting duties including but not limited to:

- Work closely with Legal Professionals to manage the billing process from beginning to end
- Track all pre-bills/pro forma bills received in department from firm staff
- Edit, finalize, and submit bills based on lawyer instructions and on client guidelines, tracking the status of bills submitted and work with clients and firm staff to address issues as that arise
- Review and maintain client fee structures, rate changes and special billing requirements to ensure compliance with client guidelines and firm policies and procedures
- Prepare and submit electronic bills in LEDES (Legal Electronic Data Exchange Standard) and EDI (Electronic Data Interchange) format onto client's e-billing systems
- Work with external e-billing providers to resolve unsuccessful bill submissions and other billing issues
- Coordinate with lawyers within the firm to submit budgets to clients' e-billing systems and onto firm's accounting system
- Maintain current listing of all outstanding Accounts Receivable and prepare monthly reconciliation to finance committee with current outstanding amounts and status updates
- Prepare monthly/quarterly spreadsheets to provide to e-billing clients with listings of outstanding receivables
- Follow-up on a one-on-one basis with clients regarding outstanding receivables
- Research clients' deductions on bills and coordinate with firm staff (if necessary) to obtain information to appeal the deductions
- Submit appeals of clients' deductions to their e-billing systems, maintaining a record of all appeals submitted and appeal credits given

- Prepare detailed spreadsheets of all client deductions and appeal credits, identifying to which firm timekeeper each deduction and appeal credit relates
- Entering details of payments received via EFT into PCLaw
- Assist in training and implementation of new Billing System

Our ideal candidate will have the following skills and experience:

- Accounting diploma with 3-5 years' experience handling Billing in a professional environment
- Intermediate Microsoft Office knowledge, with an emphasis on Excel
- Excellent communication skills and positive and professional demeanour
- Strong attention to detail
- Ability to handle multiple requests simultaneously
- Flexibility for overtime
- Previous law firm experience an asset.

How to apply:

If you enjoy working in an energetic and dynamic work environment, then we invite you to apply. To apply, please forward your resume and cover letter to careers@ztgh.com.

Zarek Taylor Grossman Hanrahan LLP is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment based on religion, race, political belief, ancestry or social origin, colour, ethnic origin or nationality, citizenship or civil status, creed, sex or gender, sexual orientation, age, record of offences, marital status, family status, mental or physical disability, economic status, or any other consideration made unlawful by applicable federal or provincial legislation. For applicants requiring accommodation, it will be provided in all parts of the hiring process – please advise us in advance. We thank all applicants for their interest, but only those selected for an interview will be contacted.