

# Coordinator, Practice Group E-Billing

October 28, 2022

The Montréal office of Borden Ladner Gervais LLP (BLG), a leading, innovative and client-focused law firm in Canada, is seeking a **Coordinator, Practice Group E-Billing**.

## Purpose of Role

The **Coordinator, Practice Group E-Billing** \* is responsible for processing pre-bills and final billings. The Coordinator, Practice Group E-Billing is responsible for meeting the responsibilities of the role.

## Key Responsibilities

- The key responsibilities of this role are:
- Process prebills and final billings on a monthly, quarterly or on-request basis
- Ensure compliance with client billing guidelines (approving budgets and rates for professionals, meeting deadlines, etc.)
- Support and coach professionals to ensure invoice accuracy
- **Transfer time/disbursements according to lawyers' instructions and Firm guidelines and billing procedures, as required**
- Provide backup to other accounting team members, as required
- Performing other related duties, as required

## Key Competencies

- 3+ years accounting experience in a law firm or professional services environment
- Knowledge of basic accounting principles and math skills
- Ability to work as a team member under minimal supervision
- Good organization skills and ability to work under time pressure
- Bilingualism
- Excellent attention to detail
- Demonstrated understanding of accounting theory
- Proficient in office software: MSWord, MSEXcel, Adobe Acrobat, MS Outlook
- Experience with Aderant (CMS) or other time and billing systems an asset
- Excellent interpersonal skills

- Ability to work overtime to meet month end and year end deadlines
- Ability to work well in a team environment

## How to Apply

**We thank all applicants for their interest in this position; however, only applicants selected for an interview will be contacted.**

Effective June 27, 2022, BLG has suspended its current vaccine policy mandate. As the pandemic is not over, the safety of Firm members and the BLG community remains our top priority. Given the ever-evolving nature of the situation, we will continue to closely monitor health conditions and if necessary implement new measures to protect Firm members. While it is not a condition of employment, we would appreciate reviewing your most recent proof of vaccine if available.

Everyone at BLG is required to carry out the duties of their role while upholding the important principles of our respectful workplace policies, and treat everyone with respect, regardless of position. At BLG, valuing diversity and inclusion is key to a respectful workplace.

BLG is committed to building and fostering a workplace that is reflective of our communities, where all firm members feel included, valued, and heard. We welcome applications from all qualified candidates but acknowledge the systemic and structural barriers that have, historically, marginalized and barred certain groups from accessing employment opportunities. As part of our commitment to removing barriers to employment, we strongly encourage applications from members of these historically marginalized groups including, but not limited to, Indigenous peoples, racialized individuals, members of the LGBTQ2S+ community, people with disabilities and women. Accommodations are available, upon request, in all aspects of the recruitment process.

\*Please note that relatives of current BLG employees and partners are not eligible for consideration.

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## BLG | Canada's Law Firm

As the largest, truly full-service Canadian law firm, Borden Ladner Gervais LLP (BLG) delivers practical legal advice for domestic and international clients across more practices and industries than any Canadian firm. With over 725 lawyers, intellectual property agents and other professionals, BLG serves the legal needs of businesses and institutions across Canada and beyond – from M&A and capital markets, to disputes, financing, and trademark & patent registration.

[blg.com](http://blg.com)

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