

## ACCOUNTS RECEIVABLE / CLIENT VERIFICATION CLERK

If you're looking for a challenge and a chance to grow your career alongside the best and brightest in the industry, you'll find it at Harper Grey. We are currently seeking an **Accounts Receivable / Client Verification Clerk** to join our busy Accounting team. The position provides an opportunity to work with a vibrant and team-oriented group of people. The successful candidate will be energetic, flexible, highly motivated and driven to succeed. This is a full-time contract position from August 2021 to November 2022.

### WHAT YOU'LL BE DOING

- Issuing monthly accounts receivable packages
- Generating monthly reminder statements
- Generation monthly WIP reports and maintaining cleanup of WIP
- Processing accounts receivable write-offs, as needed
- Working closely with the accounts committee, including updating and preparing electronic packages for monthly meetings
- Liaising with lawyers, assistants and clients regarding accounts receivable and collections
- Updating collection notes
- Updating the accounting software system with Client Identification Verification (CIV) status
- Weekly communication with lawyers and assistants regarding CIV and necessary documentation
- Maintaining Stop Work Orders (SWO) for both accounts receivable and CIV
- Providing vacation back up and additional accounting support to Accounting team, with cross-training provided for all positions, including accounts payable and trust
- Other accounting related tasks or project, as required

### WHAT WE ARE LOOKING FOR

- In progress or completion of post-secondary education in accounting or finance
- Minimum of 1 year of accounts receivable experience, experience in a professional services environment considered a strong asset
- Collections knowledge and experience considered an asset
- Advanced technical skills including Outlook, MS Word and MS Excel
- Experience with Elite 3E or equivalent accounting software experience considered an asset
- Aptitude for working with numbers and technology

### WHAT YOU BRING

- Commitment to providing first-rate level of knowledge and prompt quality service to internal stakeholders
- Excellent communication (verbal and written) and interpersonal skills with the ability to listen effectively and respond appropriately
- Ability to develop and build strong relationships and rapport with lawyers and legal assistants
- Excellent organizational skills with a strong attention to detail to produce high quality and accurate work
- Ability to work effectively both independently and as a contributing member in a team environment
- Solid problem-solving skills coupled with a willingness to learn and to adapt to changing demands
- Ability to anticipate work needs and follow through with minimum direction
- A high level of initiative and resourcefulness
- Ability to prioritize tasks by deadline, work calmly under pressure and manage a high volume of work in a fast-paced and time sensitive environment
- Ability to maintain strict confidentiality regarding the firm, its clients and billing matters
- Professional, positive and can-do attitude

## WHAT WE OFFER

Our people are the heart of our firm – we say it often and with good reason. It is only through our people's skills, ambition, dedication and hard work that we can deliver the excellent level of client service our reputation is built upon. While our expectations are high – so are our rewards. Our generous competitive compensation package is just one component of our total rewards package.

### Compensation + Benefits

- Competitive salary with annual reviews
- Extended health and dental coverage
- Employee and family assistance program
- Life and accidental death and dismemberment insurance
- Short- and long-term disability insurance
- Paid or banked overtime
- Vacation time, sick time and personal time allotment

### Work Perks

- Firm social events
- Casual day every Friday
- Continuing education/tuition allowance
- Group RRSP plan with matched contributions

### Work / Life Integration

- Robust health and wellness program
- Fitness program annual subsidy
- Sports teams
- Recognition of service milestones
- Personal days to help balance outside commitments

## WHO WE ARE + HOW WE WORK

We are a dynamic and diverse group of highly skilled people working together to deliver excellent service to our clients. When you join our firm, you join a culture of excellence, collaboration, camaraderie and respect. We're a great place to grow your career.

Our core values focus on developing a diverse, inclusive and respectful workplace that encourages and supports differences and promotes innovative perspectives. We are committed to maintaining and expanding the diversity of our firm's lawyers and staff and creating an inclusive environment in which everyone can flourish.

## APPLY

This is an excellent opportunity to join a dynamic firm that values innovation, initiative and resourcefulness. Are you a motivated and creative team player? Do you think the fast-paced hands-on role we have described would be a perfect fit for your skillset?

If so, we cannot wait to meet you and invite you to submit your resume by email to Andrea Kotzo.

Andrea Kotzo  
Human Resources Manager  
E: [akotzo@harpergrey.com](mailto:akotzo@harpergrey.com)  
P: 604.895.2906

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*We encourage applications from all qualified candidates, including those with disabilities. Accessibility accommodations can be made confidentially throughout all stages of the recruitment and selection process by contacting Andrea Kotzo.*

*We will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We thank all interested applicants, however, only those under consideration will be contacted.*

*\* If this job isn't for you, perhaps you have a friend who would be a perfect fit. Send them this link. Thanks!!*