

Dutton Brock LLP is a mid-size Commercial Insurance litigation and Insurance Defence firm, dedicated to providing exceptional legal services to all our clients. We offer an excellent work environment with a competitive compensation package.

We are looking for an **Accounts Receivable Clerk** for a 3 month part time contract working in the office 2 days per week to assist our growing Accounting Department. This role will have the responsibility of managing the collection of past due accounts. The ideal candidate will need strong administrative skills with a minimum of 3 years of experience as an Accounts Receivable Clerk. To succeed in this role you will need the ability to manage multiple priorities and deadlines with minimal supervision as well as demonstrate discretion with strong organizational and communication skills.

Responsibilities:

- Process accounts and incoming payments in compliance with financial policies and procedures.
- Ability to prioritise and manage expectations.
- Keen eye for detail.
- Comfortable contacting clients to arrange payment on outstanding account.
- Keeping accurate records of payments received from client.
- Organizing and maintaining digital records.
- Providing digital records when requested.

Skills/Knowledge/Experience Required:

- Minimum 3 years Accounts Receivable experience in a law firm or professional services environment
- Post-secondary education in a related field.
- Must have working knowledge of general accounting procedures and guidelines.
- Strong mathematical and problem solving skills, accuracy and attention to detail.
- Proficient in the use of accounting software for law firms.
- Experience with ProLaw is considered an asset.
- Demonstrates discretion, sound judgment and diplomacy in dealing with confidential matters.
- Proven organizational, prioritizing, multi-tasking, and time-management skills.
- Flexible and dependable with ability to work in a fast-paced environment with changing priorities.
- Professional and team-oriented with strong interpersonal and client service skills.
- Strong technical skills including Microsoft Office.
- Excellent verbal and written communication skills.

Respond to:

Interested applicants should submit their resume by email to careers@duttonbrock.com. Please use the subject line “**Accounts Receivable Clerk**”. We appreciate the interest of all applicants, however only those under consideration will be contacted.

Any offer of employment will be conditional upon background and reference check including criminal record, educational and employment check.

Dutton Brock LLP is committed to providing accommodations throughout the recruitment process in accordance with the Accessibility for Ontarians with Disability Act, 2005. If you require accommodations, please notify us and we will work with you to meet your needs. We are proud to be an equal opportunity employer.

NO AGENCIES PLEASE.