

Accounts Receivable Clerk—Collections—St. John's

Cox & Palmer is a full-service, top-ranked Atlantic Canadian law firm with the knowledge and experience clients rely upon for solid legal solutions. The firm prides itself on a collegial work atmosphere and supportive team environment. We hire self-motivated, team-minded individuals with a strong work ethic, integrity and a commitment to client service.

SUMMARY OF RESPONSIBILITIES

We are seeking a full-time Accounts Receivable Clerk to join our St. John's team who will manage the collection of the firm's account receivables by working closely with our clients and assist with billings.

Working as part of a collaborative team, your primary responsibilities include:

- Monitoring of client accounts;
- Contacting clients regarding payment of invoices;
- Preparing and monitoring client payment plans;
- Assisting with client billing and e-billing;
- Maintaining records of client contacts and billing information;
- Responding to client inquiries regarding billing and invoices;
- Assisting the Accounts Receivable, Accounts Payable and Accounting team;
- Other related duties as assigned.

SKILLS AND QUALIFICATIONS

- Successful completion of a recognized post-secondary program with major course work in Accounting;
- 2-3 years' experience in a computerized accounting work environment. Previous experience working in Accounts Receivable, collections and/or sales considered an asset;
- Strong communication skills with a demonstrated ability to provide exceptional client service;
- Strong organizational and time management skills, with the ability to manage multiple tasks simultaneously in a fast-paced environment with a strong attention to detail and accuracy.

Cox & Palmer provides a competitive compensation and benefits package including health, dental, life and disability insurance, and a group RRSP program.

Qualified candidates who are interested in this position should send a covering letter and resume by August 5, 2022 to: Mark McGrath, Human Resources Manager nlcareers@coxandpalmer.com. Please reference the position you are applying for in your application. We thank all applicants for their interest, however only those selected for an interview will be contacted.

Cox & Palmer is committed to diversity and inclusion in the workplace and is a member of the Law Firm Diversity and Inclusion Network, Pride at Work Canada, and an Employer Partner with the Canadian Centre for Diversity and Inclusion.