

Billing Agent.

Join a dynamic and professional team whose mission is to listen, advise and help its clients. Located in downtown Montreal, our law firm offers you a friendly work environment focused on human capital and high-quality services.

Responsibilities.

Reporting to the Financial Director, the Billing Agent reviews, corrects, and prepares invoice requests they receive in addition to performing various follow-ups related to billing with the firm's lawyers and/or paralegals.

More specifically, the candidate will have the following responsibilities:

- Prepare invoicing, follow up on write-off requests and ensure compliance with internal procedures;
- Prepare billing for ongoing work while ensuring compliance with professionals' instructions and billing agreements for transmission to clients;
- Verify the accuracy of the information on invoices (language, address, taxes, work description, etc.);
- Process invoice cancellations, credit notes, and corrections to lawyers' and paralegals' time entries;
- Resolve billing issues (time or expense transfers, rate errors, time changes, write-offs, etc.);
- Collaborate with lawyers, legal assistants, and paralegals to send and follow up on monthly draft bills to be invoiced;
- Work with legal assistants and lawyers to resolve billing-related issues;
- Process write-off requests and ensure compliance by applying internal procedures;
- Perform downloads and follow-ups for all electronic billing via various support platforms;
- Prepare certain reports, as needed;
- Other related tasks.

Required education and experience.

- Hold a College Diploma (DEC) in Administrative Techniques or Accounting, or other training deemed relevant for this position;
- More than three (3) years of professional experience in billing, ideally in a professional service firm;
- Good knowledge of Elite software and electronic billing (an asset).

Required skills.

- Excellent interpersonal skills, team spirit and sense of collaboration;
- Strong attention to detail and aptitude for analysis and problem-solving;
- Excellent oral and written French proficiency;
- Integrity, discretion, and respect for confidentiality.



Why work at De Grandpré Chait?

Strongly established within the business community for over 90 years, De Grandpré Chait is a legal firm of over 75 lawyers offering a niche-oriented approach in various legal areas.

- > Advantageous and competitive remuneration conditions;
- > Complete benefits plan;
- > Schedule of 35 hours per week;
- > Work-life balance;
- > Training and development programs;
- > Social activities;
- > New, fully renovated, modern and bright offices;
- > Easily accessible by public transportation.

To apply.

Send your resume to Magdalena Kedziora, HR Generalist, at recrutement@dgchait.com. Please note that only selected candidates will be contacted for an interview.