



We have an immediate opening for a **Collections Specialist** to join our Accounting Department. Oyen Wiggs is an intellectual property law firm located in downtown Vancouver. We are a dynamic, team-oriented firm that maintains a professional and well balanced working environment.

The primary job responsibilities are:

- Collections
- Accounts receivable
- Communications with clients and members of the firm
- Timely responses to lawyer and client requests
- Preparation of trust and accounts receivable reconciliations
- Preparing reports
- Meeting with lawyers to plan collection of their accounts receivable
- Sending out monthly statements of account
- Prepare and send letters to CRA annually to request Tax Residency Certificates; email Tax Residency Certificates to associates, as needed
- Prepare W8-BEN-E forms, and send out to clients, as needed

The ideal candidate will bring with them collection experience in a professional services environment, possess a high level of professional written and verbal communications skills, ability to respond calmly during stressful situations, a solid understanding of billing, collections and receivable procedures and solid PC skills including Windows, MS Office.

Qualifications for this position include the following:

- Collection experience.
- Familiarity with the Law Society Rules would be an asset.
- Familiarity with PST and GST/HST rules would be an asset.
- Experience with PCLaw would be an asset.
- Ability to work in a fast paced environment.
- Advanced computer skills – Word, Excel, Outlook, Internet Explorer.
- Experience in a professional services environment would be an asset.

We thank you for your interest in this position, however, only selected candidates whose background best match our requirements will be contacted. All resumes are retained and treated in confidence. No phone calls please.