



### **Who we are:**

Oyen Wiggs is a leading intellectual property law firm located in downtown Vancouver. We provide a broad range of IP services with a particular focus on the preparation and filing of patent and trademark applications. Our lawyers have a variety of technical background that provides insight to helping clients define and protect their innovations. Through our wide reaching network of foreign associates, we are able to advance our clients' interests around the world. We are an innovative and passionate firm that has been raising the bar in intellectual property law for the past 44 years.

At Oyen Wiggs, our staff are an integral part of our professional team, we encourage a collegial atmosphere where they are empowered to build their careers and make a positive contribution to our work environment. We are always on the lookout for talented individuals who are dedicated to delivering the highest quality of work and share our values and commitment to providing excellent client service.

### **Join Us:**

We have an opening for a **Billing Assistant** in our Accounting Department. This is a full-time position, work schedule is Mondays to Fridays; hours are 9:00 am to 5:00 pm. This opportunity will be well suited for someone who is interested in taking their accounting career to the next level in a law firm. The successful candidate will gain experience at a thriving and well-regarded law firm working with a collegial group of staff and lawyers.

The Billing Assistant will be responsible for the following duties:

- Assisting with e-billing and monthly billing.
- Assisting with trust billing, processing trust to general trust cheques.
- Preparing monthly invoices in Word and Excel as per firm billing guidelines.
- Submitting invoices to clients by email.
- Communicating with lawyers, legal administrative assistants, paralegals regarding the firm's billing process.
- Responding to internal and external inquiries regarding client related disbursements.
- Providing support with other Accounting functions as needed.

The ideal candidate is energetic with solid accounting skills and the ability to work with Word, Outlook and Excel. You are able to work in a fast-paced environment, extremely organized and can prioritize many tasks.

Additional qualifications for this position:

- Two or more years of experience in a similar role in a professional services environment, preferably a law firm.
- Experience with accounting software, PC Law would be an asset.
- Strong technical skills, including knowledge of Microsoft Word, Excel, Outlook
- A solid understanding of basic accounting concepts along with trust accounting.
- General understanding of Law Society of BC rules.
- Exceptional attention to detail.
- Excellent communication (written and verbal) skills including the ability to apply a client and customer centered approach.
- Ability to follow instructions and adhere to strict deadlines.
- Strong organization and problem solving skills.
- Team player who has the ability to work independently.

**Benefits we Offer:**

We offer a competitive compensation and benefits package, together with opportunities for personal and professional growth:

- Firm paid extended health, dental, vision care, life insurance & A.D & D. benefits
- Disability Insurance
- Ten days of paid sick and personal time
- Employee Assistance Program
- Education/tuition allowance
- Health & Wellness Allowance
- RRSP Matching program
- Work From Home Allowance
- Cell/mobile phone subsidy
- Firm Social events

If you are interested in this opportunity, please send your resume and covering letter in confidence to: [lchan@patentable.com](mailto:lchan@patentable.com). Visit us at [www.patentable.com](http://www.patentable.com).

We thank all candidates for their interest, however, only those short-listed will be contacted. All resumes are retained and treated in confidence. No phone calls please.