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MILLER THOMSON LLP

Miller Thomson LLP, a prominent national law firm with offices in Toronto, Vancouver, Calgary, Edmonton, Markham, Montreal, Guelph, Waterloo, Wellington, and Whitehorse is seeking a Manager of Accounting Systems and Support and Billing Team Leader for its Markham location.

The **Manager of Accounting Systems and Support**, reporting to the Senior Manager of Accounting, is responsible for the set up and maintenance of the National Accounting System (Elite Enterprise and Webview) and manages both national and location specific projects related to the accounting department and accounting system. This position is also in charge of testing and implementing new software that interface with Elite as well as receiving and resolving user support calls related to the system. The incumbent is expected to make recommendations on how to implement best practices, new initiatives and policies with respect to Elite and will also be responsible for the month-end and year-end close from a systems perspective with the help of four direct reports.

The successful candidate will preferably have a professional accounting designation, with a minimum of 5-8 years progressive management experience as well as some experience in implementing and maintaining financial accounting systems, preferably within a professional services environment. Basic knowledge of SQL and Microsoft Query will be considered an asset.

The **Billing Team Leader** is a newly created position which will lead a team of 3 Billing Coordinators and will be directly involved in the roll out of centralized billing to all other Miller Thomson locations. The successful candidate will possess a post secondary education in Accounting plus two to three years relevant experience and have some experience supervising others. The incumbent will also be proficient in MS Excel and Automated Accounting software, preferably Elite, and have knowledge of basic accounting concepts and principles.

Additional responsibilities will include ensuring that all Firm policies and billing procedures are adhered to and making recommendations for improvements; generating proformas for billing lawyers' review and correction; processing all changes (write ups, write downs, write offs, discounts, etc.) to proformas in Elite and post/finalize in Elite; open, sort and respond to all mail, email and fax enquiries regarding invoicing; maintenance of manual and automated filing systems for all assigned billing groups; distribution of month-end reports to lawyers and the preparation of the Billing Campaign Report as well as assisting the C.F.O. in the analysis/management of lawyers W.I.P. across the firm. Some travel between other offices will be required.

Interested candidates should send their resume in confidence to:

**Staffing Coordinator
Human Resources
Miller Thomson LLP
40 King Street West, Suite 5800
PO Box 1011
Toronto, ON M5H 3S1
Fax: 416-595-8695
E-mail: recruitment@millerthomson.com**

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TORCAN CHEMICAL

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If you are interested in contributing to our success, please submit your resumé (quoting the position of interest) to: Human Resources, Torcan Chemical Ltd., 110 Industrial Pkwy. N., Aurora, Ontario L4G 3H4. Fax: (905) 727-7545. E-mail: resumes@torcan.com

Thank you for your interest in our company. We regret to advise you that we will only be able to contact candidates selected for an interview.

TORCAN

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