



We are looking for an Accounting Clerk who is highly organized, competent, and punctual in all tasks to add to our team. A positive can-do attitude is a must!

The role of Accounting Clerk consists of the following:

- Facilitate the day-to-day financial operations of the law firm's Ontario Operations
- Familiar with Ontario Law Society reporting
- Ensure billing, accounts, and collections are attended to in a timely manner
- Assuring firm and client payables are processed and receivables collected
- Data entry of trust/firm cheques as well as processing, verification, and reconciliation
- Posting direct deposit and e-transfers, manual deposits
- Processing cheques and credit card payments
- Provide overall accounting and clerical support to the accounting department
- Weekly and Monthly reporting - AR, AP, Trust reports
- Prepare Transaction Reports

Qualifications/Competencies:

- Successful completion of an accounting certificate or diploma would be an asset
- 2-3 years of Law Firm experience preferred
- Knowledge of an automated accounting software is required
- Previous related data entry and accounting support experience
- Mandatory high proficiency in Excel
- Proven organizational skills
- Ability to work well in a fast-paced environment
- Superior time-management skills, multitasking, and the ability to prioritize tasks with minimal supervision
- High attention to detail and commitment to producing accurate and high-quality work
- Patient, able to work under pressure; not easily rattled by crises
- High level of sound and independent judgment, reasoning, and discretion

Job Type: Full-time, Permanent

Benefits:

- Dental care
- Extended health care
- Paid time off

Schedule:

- 8-hour shift

- Monday to Friday

COVID-19 considerations:

During this time, we have been practicing and enforcing all government mandated COVID-19 procedures.