
Accounting Clerk

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

We are currently seeking an **Accounting Clerk** to join our team.

ROLE DESCRIPTION

Under the leadership of the Finance Manager - Accounting, the **Accounting Clerk's** core responsibilities will be to support the financial and trust accounting functions of the firm.

Your attention to detail and ability to efficiently analyze large amounts of data will be instrumental for accuracy and controls over various processes. You must be a self-starter who is knowledgeable in financial accounting best practices, with the motivation and ability to implement process improvements. You have strong communication and interpersonal skills to address and resolve issues. You must thrive in the fast pace of a busy law firm, keep up to date with changes in the industry and take pride in delivering excellent customer service on tight deadlines.

In addition to other duties that may be requested from time to time, the specific duties of this role are outlined below.

ROLE & RESPONSIBILITIES

Accounts Payable

- Process vendor invoices, expenses/fitness reports in compliance with financial policies and procedures
- Verify and investigate discrepancies by reconciling vendor accounts and monthly vendor statements
- Continue to improve the payment process

Month and Year End Close

- Bank reconciliations and other financial statement line reconciliations.
- 3E financial system close tasks, including journal entries and accruals

Banking and Trust Accounts

- Process deposits and payments, including time sensitive trust transactions.
- Process all incoming and outgoing bank transactions in the 3E financial system.
- Maintain controls over all transactions, ensuring appropriate authorizations and backup.

EDUCATION & EXPERIENCE

- A university degree or College diploma in accounting or business is required.
- Relevant professional designation (CPA, CA, CMA) or in progress.
- 2-5 years of progressive accounting experience in a legal or other professional services firm.
- Experience in Elite 3E or similar accounting system is an asset.
- Proficient in Microsoft Office with advanced skills in Excel.

KEY SKILLS & CHARACTERISTICS

- Attentive to detail and can provide consistently accurate deliverables.
- Forward thinking with the initiative to build efficient and scalable processes.
- Ability to efficiently handle large data sets to perform reconciliations and analyses.
- Self-starter who can go beyond the numbers to generate ideas and proposals.
- Excellent verbal and written communication skills to liaise with various stakeholders.
- Outstanding organizational skills, with the ability to work well under pressure.
- Ability to work both independently and in a team-oriented atmosphere.

OTHER INFORMATION

- **Reporting Details:** Finance Manager - Accounting
- **Additional Notes:** Overtime is to be expected from time to time
- This position is hybrid.

WHAT DIFFERENTIATES US?

We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity, and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. We have developed several award-winning and forward-thinking initiatives, including resume anonymization in student recruitment to decrease barriers for diverse candidates and [ReferToHer™](#), a program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on www.litigate.com.

Qualified candidates are asked to submit their cover letter and resume [HERE](#).

Lenczner Slaght invites applications from all qualified candidates. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all requests and questions to [Human Resources](#).