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## Accounting Clerk

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Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing primarily on litigation and advocacy, our lawyers represent a diverse range of clients from commercial disputes and class actions to cross-border matters and professional regulation.

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

### ROLE DESCRIPTION

Under the joint supervision of the Chief Operating Officer and the Senior Financial Accountant, the Accounting Clerk will perform general accounting and clerical functions to support the accounting and finance department. The Accounting Clerk will provide day-to-day support on any and all accounting and finance related tasks. This may include but not be limited to financial research and analysis, reporting, budgets and other day-to-day projects.

### PRIMARY RESPONSIBILITIES:

**Provide back-up/coverage and assist in all areas of accounting including:**

#### **Financial Research and Reporting**

- Responsible for producing monthly business intelligence (BI) reports
- Assist with the preparation and analysis of financial data
- Assist with various projects through financial research and analysis including process improvement initiatives in the accounting and finance department
- Assist with monthly reconciliations
- Assist with data clean-up

#### **Accounts Payable / Receivable**

- Review and post invoices
- Organize and mail cheques, including bank runs as required
- Review and post expense reports
- Review and post credit card transactions
- Review and post cash/trust receipts
- Assist with collection related tasks
- Assist with AP/AR related inquiries

#### **Billing / E-Billing**

- Review and post invoices, including e-billing invoices
- Review outside counsel guidelines
- Assist with billing related inquiries

*Other duties as required*

### QUALIFICATIONS AND DESIRED SKILLS

- High School Diploma and University or College Degree/Diploma in Finance or Accounting is mandatory.
- Minimum of 2 years of experience and a demonstrated interest in finance or accounting in a law firm or other professional services environment is required.
- A thorough knowledge of Canadian accounting principles and procedures is essential.
- Technical aptitude is required; must be highly proficient in MS Office (Outlook, Word, Excel and PowerPoint) and possess the ability to quickly learn a variety of software programs.
- Strong communication skills (both verbal and written) including the ability to effectively interact with all firm members while using superior analytical and listening skills is extremely important.
- Must be comfortable interacting with Senior Partners and all levels of Management on a regular basis.
- While a proactive approach to the role is critical, there is a reactive component and in turn there is a requirement to be flexible, adaptable and work logically in a results-oriented, solution-focused environment.
- Must have excellent organizational skills; be self-motivated, and able to manage multiple tasks and priorities.
- Driven to learn, grow, and achieve results.
- A team player with a keen ability to adapt and respond appropriately in various situations.
- Maintains professionalism, confidentiality and operates with discretion.
- Must understand the importance of different backgrounds, perspectives and experiences and is respectful of individual differences.

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 **Barbara Russell** (Director, Human Resources).*