

---

# Finance Contractor

---

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 and business professionals. Learn more at [litigate.com](http://litigate.com).

Lenczner Slaght is currently seeking a **Finance Contractor** to join our team on a **1 year contract**.

## ROLE DESCRIPTION

Under the leadership of our Director, Finance, your core responsibilities will be to lead or support various areas of the firm's Finance team, including (but not limited to): Accounting, Reporting, Accounts Payable (AP), Treasury, and FP&A. You will liaise with leaders from all areas of the firm and therefore must be confident in dealing with senior management. You must be a self-starter who is knowledgeable in financial accounting best practices, with the motivation and ability to implement process improvements. 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.

## ROLES & RESPONSIBILITIES

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

### Accounting

- Manage 1 Senior Accountant, including coaching and performance evaluations.
- Month-end financial statement close process, including reviewing and/or posting journal entries, month-end statements and reconciliations, and providing other oversight as required.
- Prepare financial and management reports on a regular basis, as well as on an ad-hoc basis for various analyses.
- Annual external audit (year-end and interim), including the completion of leadsheets.
- Analyze and interpret financial statements to report findings by performing detailed analysis of various GL accounts against budgets and prior periods.
- Testing for financial system upgrade.

### Accounts Payable

- Manage 1 Accounts Payable Clerk, including coaching and performance evaluations.
- Timely processing of AP invoices and expense reports.
- Review of AP payment runs for accurate GL coding.
- Identify and execute AP improvement projects.
- Testing for financial system upgrade.

### **Other Support (as needed)**

- Support the FP&A team in the forecast and budgeting processes.
- Support the reporting team in preparing the month-end financial results.
- Financial analysis/modeling as per request from various Firm members.
- Testing for data cube changes.

*Other duties will be assigned as needed.*

### **EDUCATION & EXPERIENCE**

- A university degree or College diploma in accounting or business is required.
- Relevant professional designation (CPA, CA, CMA) would be an asset.
- 7-10 years of progressive accounting, with experience in a legal/professional services firm preferred but not required.
- Experience in Elite 3E or a similar accounting system is an asset.

### **KEY SKILLS & CHARACTERISTICS**

- Advanced proficiency in MS Office (Outlook, Word, PowerPoint) is required.
  - Expert Excel skills with the ability to efficiently handle large data sets and summarize findings.
- Technical aptitude for learning various applications.
- Ability to take on a variety of Finance-related tasks and functions.
- Strong knowledge of business fundamentals and financial acumen, including storytelling through PowerPoint.
- Superior communication skills (both written and verbal) including the ability to effectively interact with firm members at all levels.
- Excellent organizational skills, self-motivated, and able to manage a high-volume of tasks.
- Driven to learn, grow, and achieve results.
- Exceptional client service skills.
- Strong attention to detail providing consistently accurate deliverables.
- Ability to generate creative and innovative ideas.
- A team player with a keen ability to adapt and respond appropriately in various situations.
- Maintains professionalism, confidentiality, and operates with discretion.

### **OTHER INFORMATION**

- **Reporting Details:** Director, Finance
- **Hours of Work:** 9 am to 5 pm
  - Overtime may be required from time to time.
- **Contract:** 1 year contract

- **Work Arrangement:** This role is hybrid (minimum two days a week in the office) in accordance with the firm's current policy, which may be amended at any time.

#### WHAT DIFFERENTIATES US?

**We're expert litigators.** Our experience is why people turn to us in the most difficult situations. We have done tens of thousands of cases, thousands of hearings, and hundreds of trials and arbitrations for our clients. Litigation is our passion and focus.

**We're bold innovators.** As deep thinkers and problem solvers, every person at our firm can envision, plan and execute big ideas. If it hasn't been done before, we aren't afraid to be the first. See our award-winning programs: ReferToHer™, Commercialist.com, and Data-Driven Decisions.

**We're team players.** We are a firm with deep values, centered around our commitment to excellence and winning. We promote supportive, collaborative working relationships. We know the power of our people and we intend to harness that for the benefit of our firm, our clients, and our industry.

**We're future focused.** To remain number one, we recruit and develop top talent – this includes lawyers and non-lawyer alike. We attract the best clients and work on the best cases. We live our values. We professionalize our business. And we implement big, bold ideas. In short, we're prepared for the future and committed to success.

**We're diverse thinkers.** We are committed to equity, diversity and inclusion because our varied perspectives, backgrounds, identities, and cultures are our greatest assets – it enhances our collaboration, problem-solving, and litigation strategy. That's what gives us an edge with our clients.

**We're award winners.** We're driven to be number one for our clients and for ourselves. We have been recognized by Lexpert as the #1 firm in Toronto for Litigation for 22 consecutive years and are ranked top-tier by world-renown directory, Chambers Canada. We strive for excellence in everything we do.

#### HOW TO APPLY

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

*Lenczner Slaght invites applications from all qualified candidates. We encourage applications from racialized persons/ persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2+ persons, and individuals from other equity deserving groups. 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](#).*