

Are you a candidate for the Torkin Manes team?

Torkin Manes is a vibrant, growing, medium-sized full service law firm located in downtown Toronto. We are currently seeking a dedicated Accounting Clerk with 3+ years of strong accounting experience, preferably within the legal industry, and a related undergraduate degree. The ideal candidate is also positive, collegial, adaptable with a penchant for learning new software.

Reporting to the Manager of Accounting, the Accounting Clerk is responsible for a range of transactions including accounts payable, reconciliations, and monthly reporting.

If this sounds like you, please submit your resume to hr@torkinmanes.com. We welcome applications from all qualified candidates and we thank all those who apply, however, only those selected for an interview will be contacted.

*Torkin Manes LLP is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Torkin Manes LLP is proud to provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please inform us as soon as possible by reaching out to **Simone MacIsaac**, HR Manager, by email at smacisaac@torkinmanes.com or by phone 416-777-5450, and we will work with you to meet your accessibility needs.*