

JOB POSTING

Torkin Manes is a vibrant, growing, medium-sized firm located in downtown Toronto. Our 95 lawyers practise in all areas of business law and litigation. We are seeking an Accounting Clerk, with expertise in Accounts Payable to join our Accounting team.

JOB DESCRIPTION

Position Title: Accounting Clerk – AP and Disbursements

Reporting To: Manager of Accounting

Position Type: Full-Time, Permanent

Hours of Work: 9 a.m. to 5 p.m.

Position Summary:

This position is responsible for accurate and efficient processing of Torkin Manes' Accounts Payable and daily client and Firm transactions, maintaining related financial records, credit card reconciliation and trust transactions. Assists with the general operation of the Accounting Department.

Duties and Responsibilities:

- Processes daily trust cheques
- Processes Torkin Manes' Accounts Payable. This includes processing "prompt payment" (on demand) cheques, ensuring accurate posting to client/matter files and/or general ledger accounts where applicable
- Processes Torkin Manes lawyer expense reports and provides reporting to Partner in charge of Business Development and the Director, Business Development and Marketing as required
- Posts and reconciles LawPro transaction levies; processes payment for quarterly online filing
- Posts Teranet transactions to client files from the Teranet Activity Reports daily
- Uploads Copitrak and other cost recovery items into the accounting system
- Reconciles Royal Taxi transactions
- Performs filing duties as it relates to duties and responsibilities, listed above
- Attend at Bank, as required
- Other duties as assigned

Qualifications:

- University degree, preferably in Accounting
- 2-3 years of Accounting experience
- Legal industry experience, including knowledge of LSO Trust Regulations
- Technically savvy, with demonstrated skills using Microsoft Outlook and Word, with willingness to learn new software and applications easily
- Possesses solid experience working within Microsoft Excel, preferably at the intermediate/advanced level
- Elite experience is an asset
- Familiarity with a DMS system is an asset

Success in this role means:

- Conducts oneself in a manner consistent with Firm Values and promotes a respectful and positive work environment
- Exhibits strong ability to ensure all Firm policies and control procedures are adhered to
- Able to process a high volume of work while maintaining extreme accuracy and attention to detail
- Has the ability to meet tight internal and external deadlines while managing multiple projects and competing with demands for resources
- Is able to resolve day-to-day issues independently, escalating issues where appropriate
- Demonstrates excellent technical skills and ability to learn new software and processes
- Provides excellent client service so that expectations of both internal and external clients are met
- Is proactive and works with the team by assisting where required and shares knowledge in a clear and concise manner
- Contributes to the department by working efficiently and identifying ways to improve processes
- Able to earn the respect of Lawyers and co-workers
- Discretion and confidentiality is essential to this role and required at all times

To apply, please submit your resume to recruitment@torkinmanes.com

We wish to thank all applicants for their interest, however, only candidates selected for interview will be contacted. No telephone inquiries or agencies, please.

Torkin Manes LLP welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Posting Date: December 7, 2018