

ACCOUNTING CLERK

Alexander Holburn Beaudin + Lang LLP is a leading law firm dedicated to providing a full range of business, litigation, and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking an Accounting Clerk with solid work experience to join our team. This position works closely with our Trust Accounting Specialist and will report directly to the Director of Finance. Candidates must be able to work well both independently and within a team environment.

Responsibilities:

- Provide support to Trust Accounting Specialist.
- Assist with preparation of documentation, cheque preparation, and bank runs.
- Post trust wire fees and trust administration fees.
- Process daily trust transfers for invoice payments.
- Post and reconcile incoming trust deposits via credit card payments.
- Assist with scanning, filing, and shredding of accounting forms.
- Other ad hoc duties and expansion of role based on business needs.

Qualifications:

- Minimum of 2 years of experience in an administrative or similar role; experience in a professional services firm would be considered an asset.
- Able to prioritize work and meet tight deadlines.
- Works efficiently in a fast-paced environment, detail-oriented, and organized.
- Knowledge of BC and ON Law Society rules, trust accounting, iManage, and/or Elite 3E would be considered an asset.
- Intermediate skills of Microsoft Suite.

Compensation:

AHBL offers a competitive salary ranging from \$45,000 to \$55,000. We also offer a variety of benefits, including:

- A health and dental plan, an Employee Assistance Program (EAP) after successful completion of the probationary period, and a matching RRSP Program after one year of employment with the firm.
- Paid Time Off: vacation time starts at 3 weeks, personal days, sick time, and a volunteer day.
- Lifestyle Benefit: fitness reimbursement for memberships and gym equipment.
- Education Reimbursement: we are committed to continued growth and development, and our educational reimbursement policy provides an opportunity for our staff to expand their skills and knowledge.
- Fun Environment: annual year-end party, happy hours, staff appreciation week, and many other social events

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hinfo@ahbl.ca.