

ACCOUNTING CLERK

Alexander Holburn Beaudin + Lang LLP is a leading regional 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 assistance and back-up to Trust Accounting Specialist.
- Assist with preparation of documentation, cheque preparation and bank runs.
- Assist with scanning, filing and shredding of accounting forms.
- Assist with electronic file closing and matter updates in accounting system.
- Assist with bill processing.
- 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.
- The ability to prioritize work and meet tight deadlines.
- Works efficiently in a fast-paced environment, detail-oriented, and organized.
- Knowledge of iManage and Elite 3E would be considered an asset.
- Intermediate skills of Microsoft Suite.

Salary:

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after 2 years of employment with the firm.

Diversity + Inclusion:

We value diversity and inclusion at our firm. We are committed to providing equal opportunities in employment and maintaining a workplace free from discrimination and harassment. This means that all job applicants, employees, and partners will receive equal treatment regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation.

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