



JOB DESCRIPTION

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.
- Process data entry for the opening, maintaining and closing of files.
- Update matters and client information.
- 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 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 and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after one year of employment with the firm.

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 hrinfo@ahbl.ca.