

## TRUST 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 a Trust Accounting Clerk with solid work experience to join our team. This position will report directly to the Compliance Officer and the Director of Finance. Candidates must be able to work well both independently and within a team environment.

### Responsibilities:

- Preparing cheques/wires and obtaining authorization signatures.
- Making deposits, arranging bank wires, cheques, and all associated trust administration documentation.
- Posting trust wire fees and trust administration fees.
- Processing daily trust transfers for invoice payments.
- Posting and reconciling incoming trust deposits via credit card payments.
- Other responsibilities and duties as assigned.

### Qualifications:

- A minimum of 2 years of experience in an administrative or similar role; experience in a professional services firm would be considered an asset.
- Knowledge of BC and ON Law Society rules, trust accounting, iManage, and/or Elite 3E would be considered an asset.
- Ability to prioritize work and meet tight deadlines.
- Demonstrates good judgment and professionalism.
- Ability to solve problems and handle conflicting and changing priorities.
- Works efficiently in a fast-paced environment, detail-oriented, and organized.

### Compensation:

AHBL offers a competitive salary ranging from \$60,000 to \$85,000. 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 and health reimbursement, including 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



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## JOB DESCRIPTION

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### **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](mailto:hrinfo@ahbl.ca).