



ACCOUNTING CLERK

For more than 50 years, Walsh LLP has been an integral part of the Alberta legal community. We have a distinct firm culture that encourages lawyers to work together to give clients the tools they need to succeed — at home, in business and in the community. From our offices in Calgary and Okotoks we find solutions for our clients throughout Alberta.

Our goal is to exceed expectations – to go the extra step to deliver results by building strong long term relationships, proactively taking the time to understand our clients’ needs and how the work we do fits into the bigger picture for them and producing accurate, common sense, timely and relevant work. Our Legal Assistant team is essential to ensuring every client has a great experience with our firm.

We are looking for an **Accounting Clerk** to work in our Internal Client Services group.

Responsibilities:

The Accounting Clerk will provide excellent client service through the accurate and on-time entry, processing, distribution and basic reporting of accounting data and will support the Financial Manager with daily accounting and payroll activity and month end reporting, including:

- Trust and General Accounting
- Law Society of Alberta reporting
- Benefits reporting and payments
- Absence and overtime tracking and auditing to ensure compliance with policy and legislation.
- Payroll support
- Orientation and ongoing training on accounting system for staff
- Monthly Bank reconciliations
- Accounting data entry, including expense reports and Accounts Payable information
- Prepares cheque requisitions
- Conducts four times daily and ad hoc cheque runs – ensures all data is accurate and payment is approved prior to conducting the run
- Prepares basic financial reports as requested by supervisor or manager
- Handles A/P, A/R, disbursements, and cheque deposits (trust and general accounts)
- Opening and closing interest bearing accounts and posting corresponding data
- Prepares and posts wire transfers and EFTs
- Posts and does corrections as necessary for credit card transactions
- Monitors A/P emails
- Creates and posts journal entries
- Audits benefits providers vendor reports, inputs changes and creates cheques for payment.

Qualifications:

- At least 3 years’ experience in an Accounting position, preferably in a professional services firm.

- Business/Commerce degree or diploma with major in Accounting.
- Proficiency with Excel and Word.
- Experience with accounting software.
- Understanding of professional office administrative requirements and procedures.

Is this the right role for you? It might be if you:

- Are passionate about client service,
- Want to work in a dynamic, downtown Calgary, family-oriented law firm committed to delivering innovative solutions for our clients,
- Are relentless in delivering quality and accuracy in a deadline-driven environment,
- Demonstrate exceptional attention to detail and organizational skills,
- Are resourceful and know how to dig into a file and research to find answers,
- Are able to think on your feet,
- Treat everyone with dignity and respect, regardless of the circumstances,
- Show curiosity, want to learn and are able to ask crucial questions, and
- Have a track record of trust, authenticity, accountability and an unwavering commitment to values and co-workers.

If you have what it takes to succeed at Walsh LLP, please submit your resume to careers@walshlaw.ca. Please include "Accounting Clerk" in the Subject line. Only those applicants selected for an interview will be contacted. No telephone calls please.

Walsh LLP provides a diverse, collaborative and inclusive work environment where all our employees are encouraged to grow and develop. We are an equal opportunity employer.

.... We are the Firm with a difference.

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