

## **ACCOUNTING AND ADMINISTRATIVE ASSISTANT**

**MCCARTER GRESPAN** is the leading business law boutique firm in the Region of Waterloo. Our Firm has achieved ongoing success and rapid growth by focusing on building a team of highly skilled and experienced corporate, real estate and condominium legal specialists who are dedicated to meeting and exceeding the increasingly complex needs and expectations of our clients.

We're looking for an enthusiastic and detail-oriented *Accounting and Administrative Assistant* to join our team of legal professionals. This full-time, permanent role is a key part of our Firm's Administrative Department and offers an exciting opportunity to develop a broad skill set in the professional services sector. If you're organized, proactive, and eager to grow with a supportive and collaborative team, we'd love to hear from you.

### **Duties/Responsibilities**

- Daily accounting data entry tasks such as bank activity and expense/client disbursement postings
- Assist with the execution of banking responsibilities related to funds deposited into and disbursed from the Firm's trust accounts
- Support the Firm's Billing Clerk during peak billing periods
- Prepare reconciliations for Firm bank accounts, credit card statements and other third-party accounts
- Obtain service quotes, proposals and maintain general communication with various Firm suppliers and service providers
- Assist lawyers with scheduling, filing, copying and other administrative tasks as requested
- Review, monitor and co-ordinate the disbursement of inactive trust funds
- Other office duties as assigned to support fellow team members

### **Experience/Skill Set**

To succeed in this role, an individual should have a minimum two years of experience in an entry-level accounting role. Exposure to basic accounting responsibilities such as reviewing and recording banking transactions and working with accounting software is also expected in an optimal candidate. Exposure to the concepts of trust accounting would be considered an added skill. The ideal person can undertake and remain organized on multiple tasks concurrently. Confidence and professionalism when interacting by phone are essential, as is a willingness to support the productivity of their co-workers. Experience in a professional service environment will have best prepared a candidate to succeed in this role. The candidate must be comfortable working with data entry and production of reports from software and web-based programs and take pride in demonstrating accuracy and attention to detail.

Our culture is supportive of a collaborative team environment and is offering a competitive compensation package to the successful candidate. If you believe you have the skillset and experience to succeed in this role, please submit a cover letter supporting your qualifications along with your resume to:

Elaine Thomson, Manager, Legal Operations  
**Email:** [ethomson@mgbwlaw.com](mailto:ethomson@mgbwlaw.com)

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.