

JOIN OUR TEAM AS AN 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 a detail-oriented and motivated **Accounting and Administrative Assistant** to join our team of legal professionals. This **full-time, permanent** position is an important part of our Firm's Administrative Department and offers an excellent opportunity to build a well-rounded skill set in the professional services sector.

If you're highly organized, proactive, and eager to grow within a supportive and collaborative team, we'd love to hear from you.

Key Responsibilities

- Enter daily accounting data, including bank transactions and expense/client disbursements
- Assist with banking tasks related to trust account deposits and disbursements
- Support the Billing Clerk during peak billing cycles
- Prepare account reconciliations (e.g., firm bank accounts, credit cards, third-party statements)
- Request quotes, manage proposals, and liaise with suppliers and service providers
- Provide administrative support to lawyers (e.g., scheduling, filing, copying)
- Monitor and coordinate the disbursement of inactive trust funds
- Perform other administrative duties as needed to support the team

Qualifications and Skills

- Minimum 2 years of experience in an entry-level accounting or finance role
- Familiarity with accounting software and data entry best practices
- Experience with trust accounting (asset, but not required)
- Ability to manage multiple tasks with strong attention to detail and organization
- Professional and confident communication skills, especially by phone
- Strong sense of initiative and a team-first mindset
- Comfort working with reports and web-based platforms
- Experience in a professional services environment (preferred)

Why Join Us?

We offer a supportive, collaborative work environment and a competitive compensation package. You'll be part of a team that values professionalism, accuracy, and continuous learning.

If this sounds like the right fit for you, please submit your resume and a brief cover letter outlining your qualifications and interest in the role to:

Elaine Thomson, Manager, Legal Operations
Email: ethomson@mgbwlaw.com

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