

ADMINISTRATIVE AND ACCOUNTING CLERK

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.

To support our continuing growth, we require an *Administrative and Accounting Clerk* to provide support to our team of legal professionals. This position is primarily responsible for assisting with the receipt and disbursement of funds relating to various transaction as well as providing support for basic accounting functions such as accounts payable, billing an accounts receivable and general posting of various bank transactions

Duties/Responsibilities:

- Support lawyers and law clerks by tracking incoming funds to close transactions
- Prepare trust cheques and manage incoming/outgoing wire transfers
- Planning and instruction for daily bank runs
- Print/post client disbursements
- Respond to queries from lawyers, law clerks, and banking representatives in a prompt and professional manner.
- Reviewing trust bank accounts and client trust ledgers for accuracy and compliance
- Review, monitor and co-ordinate the disbursement of inactive trust funds when necessary
- Other duties as assigned

Experience/Skill Set

To succeed in this role, an individual should have a minimum three years of experience in an administrative support role working with minimal supervision. The ideal person can undertake and remain organized on multiple tasks concurrently. Experience in a professional service environment will have best prepared a candidate to succeed in this role. The candidate should be very comfortable working with data entry and production of reports from software and web-based programs.

Exposure to basic accounting responsibilities such as obtaining and recording banking transactions, working with accounting software and understanding/executing accurately is also expected in the optimal candidate. Exposure to the concepts of trust accounting would be considered an added skill.

We are looking for the ideal person to fit in well with our team. 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 and your compensation expectations 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.