

## Accounting Clerk

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We have a dynamic team of administrative professionals who are highly motivated to provide exceptional support to our lawyers and clients. We are currently recruiting for a full-time Accounting Clerk to join our Edmonton office.

### **Position Overview:**

The Accounting Clerk will be primarily responsible for completing timely and accurate bank reconciliations, supporting trust account management, and assisting with general accounting functions. The ideal candidate has strong attention to detail, experience with legal accounting systems (e.g. 3E), and understands the unique compliance requirements of trust accounting in a legal environment.

### **Job Responsibilities:**

- Perform monthly bank reconciliations for general and trust accounts.
- Prepare and maintain trust account backup documentation in compliance with the Law Society of Alberta regulations.
- Assist with daily entries and transactions, including accounts payable, accounts receivable, and general ledger entries.
- Maintain financial records and documentation in accordance with firm policies and regulatory requirements.
- Support month-end and year-end closing procedures.
- Assist with reporting requirements and audits.
- Liaise with legal staff to resolve discrepancies and ensure accurate accounting for client trust transactions.
- Provide administrative support to the accounting department as needed.

### **Our Ideal Candidate:**

- Is a strong team player while having the ability to work independently
- Demonstrates strong time management and organizational skills
- Maintains professionalism, confidentiality and discretion
- Possesses good judgment with a high level of accuracy and strong attention to detail
- Has excellent verbal and written communication skills
- Is highly motivated, self-directed and able to prioritize and handle multiple deadlines in a fast-paced environment

### **Key Qualifications and Education:**

- Diploma or certificate in accounting, finance, bookkeeping or a related field.
- Minimum 2 years of accounting/bookkeeping experience; prior experience in a law firm or professional services environment preferred.
- Familiarity with trust accounting and compliance requirements in Canada (Law Society regulations) is an asset.
- Proficiency in accounting software and MS Office, especially Excel.
- Excellent attention to detail.
- Strong organizational and time management skills.

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### What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Opportunities for professional development.
- Engaging and fun work environment with a lively social/staff committee
- Our proven high quality of service and commitment to our clients

### Career Package:

We offer a challenging and progressive work environment together with an excellent salary/benefits package, including a matching pension plan and health spending account.

Qualified and talented candidates may submit their resume via email and include a cover letter to include some career highlights that demonstrate a strong fit to our requirements to:

McLennan Ross, Human Resources  
Attention: Jullie Buehner  
600 McLennan Ross Building  
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4 E-  
mail: [HR@mross.com](mailto:HR@mross.com)

### About McLennan Ross:

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

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### **Our Values:**

**1. Unrivaled Client Focus**

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

**2. Passionate and driven**

We're all in! We are passionate about the work we do and are driven by results.

**3. Genuine and approachable**

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

**4. Make a difference**

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at [mross.com](http://mross.com)