

## Accounting Clerk

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We have a dynamic team of support staff 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 team in the Edmonton office.

### **Position Overview:**

Reporting to the Finance Manager, and working collaboratively with our Accounting team, our Accounting Clerk is responsible to provide day to day accounting support in accounts receivable and accounts payable to our staff and lawyers across the firm.

### **Job Responsibilities:**

- Timely and accurate data entry into firm accounting systems, account and statement reconciliations, general receipt transactions and filing, disbursement calculations, post payments to accounts, daily banking including writing bank deposits
- Process accounts payable and accounts receivable daily
- Respond to vendor and employee inquiries in a timely manner as well as monitoring incoming accounting department e-mails
- Preparation of month and year end reports as required
- Print trust cheques as required and run detail history of trust and account receivable transactions during file closing
- Complete daily filing and ad hoc requests as required
- Provide backup coverage to Accounting team during absences

### **Our Ideal Candidate:**

- Has strong analytical and critical thinking skills, is flexible and good at problem-solving
- Is a strong team player with a positive work ethic and attitude
- Demonstrates a high level of accuracy and attention to detail
- Demonstrates strong time management and organizational skills
- Maintains professionalism, confidentiality and discretion
- Has excellent interpersonal, communication, customer service, and relationship building skills in working with individuals or groups
- Is able to handle multiple tasks efficiently and work well independently with little supervision

## Accounting Clerk Continued

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

- Post-secondary diploma or certification in accounting and/or successful track record fulfilling accounting clerk roles will be considered
- Minimum 1-2 years accounting experience in a professional services environment would be an asset
- Must possess exceptional data entry skills
- Proficient knowledge working with computers including Microsoft Office Suite i.e. Outlook, Word, and advanced level skills in Excel including pivot tables

### **What you will find at McLennan Ross:**

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Opportunities for growth, engaging and lively social and 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 three weeks of vacation the first year of employment.

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 LLP, Human Resources  
600 McLennan Ross Building  
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4

E-mail: [Jennifer.bell@mross.com](mailto:Jennifer.bell@mross.com)

## Accounting Clerk Continued

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### **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.

### **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).