

## Finance and Accounting Manager

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McLennan Ross has an exciting opportunity for a Finance and Accounting Manager to join our team in the Edmonton office. This role is accountable for the financial management of the firm, leading a team responsible for our financial reporting, management reporting, financial planning and analysis, accounts payable, accounts receivable, e-billing, and trust functions. As a trusted advisor to our partners, management, and the business services team, the Finance and Accounting Manager provides critical insights that help to drive the firm's success.

### **Position Overview:**

Reporting to the Chief Operating Officer ("COO"), this role is an integral part of our management team and will be expected to develop and sustain a customer service oriented and business partner culture within the accounting team. The Finance and Accounting Manager will help to redefine our processes and leverage our technology, enabling the team to operate more efficiently.

### **Primary Job Responsibilities:**

- Oversee and direct all general accounting functions, including chart of accounts and general ledger, monthly and yearly reporting, procedural aspects of the billing process, cash receipts and accounts receivable, accounts payable, capital accounts, fixed assets, petty cash, bank reconciliations, and client trust funds
- Coordinate annual audit of trust accounts and financial records
- Prepare year-end Financial Statements, Partnership Tax Returns, and Supplementary Statements
- Oversee year-end Law Society reporting for Alberta and the NWT
- Create and sustain a customer service oriented and business partner culture model within the accounting department
- Lead the annual budget process and monthly/quarterly forecasting process
- Seek opportunities for greater efficiencies and continuous improvement in the accounting team and finance function to increase overall efficiency and effectiveness of processes
- Assist the COO, Executive Committee and lawyers in financial management and analysis, as required

### **Our Ideal Candidate:**

- Possesses excellent leadership skills and experience
- Brings a track record of process improvement implementation and change management
- Demonstrates a focus on continuous improvement

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- Thinks strategically, leveraging excellent communication skills to build relationships and support the business
- Collaborates with other internal departments
- Translates financial data into narratives that help stakeholders make informed decisions
- Maintains professionalism, confidentiality, and discretion at all times

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

- CPA Designation
- Degree in Accounting/Finance or related program
- Minimum of 10 years in progressive finance and accounting roles
- 4+ years supervisory experience
- Extensive experience with ERP accounting systems (ideally 3E)
- Experience with data visualization software (Power BI/Tableau)
- Experience with process improvement/mapping
- Professional services experience preferred

### **Career Package:**

We offer a challenging and progressive work environment together with a competitive salary/benefits package commensurate with qualifications and experience.

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  
600 McLennan Ross Building  
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4  
E-mail: [jennifer.bell@mross.com](mailto:jennifer.bell@mross.com)

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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).