EMOND HARNDEN
LABOUR & EMPLOYMENT LAW
DROIT DU TRAVAIL ET DE L'EMPLOI

Job Posting

Position: Intermediate Accountant/Analyst
Status: Full-time, Permanent (37.5 hours/week)
Reports to: Finance and Special Projects Manager

The Intermediate Accountant/Analyst contributes to the overall success of the organization by assisting with all financial responsibilities.

Main Duties and Responsibilities

In collaboration with the Finance and Special Projects Manager, the Intermediate Accountant/Analyst performs a wide range of duties, including the following:

Financial operations

- Oversee and ensure the proper execution of financial functions, including accounts payable, accounts receivable and billing.
- Develop and maintain financial accounting systems for docketing/billing, accounts payable, and accounts receivable.
- Ensure that accounts payable are paid in a timely manner and accounts receivable are collected promptly.
- Liaise with Lawyers to review aged receivables and action as required.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Maintain the chart of accounts.
- Develop an orderly accounting filing system.
- Maintain a system of controls over accounting transactions.
- Responsible for posting most financial transactions.

Financial reporting

- Produce timely and accurate financial reports (i.e. month-end reporting package for Partners as well as cash flow forecasting report) that are user-appropriate and comply with generally accepted accounting principles.
- Provide regular updates concerning the financial status of the organization to the Finance and Special Projects Manager and/or Chief Operating Officer.
- Collaborate with the Finance and Special Projects Manager to ensure department workload is balanced and that all staff are adequately trained.

- Develop, implement, and ensure compliance with both internal financial and accounting policies and procedures as well as the Law Society of Upper Canada bookkeeping guidelines.
- Develop and implement policies and procedures to ensure that personal and financial information is secure and stored in compliance with current legislation.
- Quality checks and reconciliation for month-end and year-end close.
- Prepare all supporting information for the annual audit and liaise with the external auditors as necessary.
- Perform financial analysis for business development activities, portfolio revenue, and other financial reporting as required.

Qualifications

Education and experience

- Five years of working experience with progressive financial responsibility in a professional services environment.
- Three years of full cycle accounting experience.
- University degree or college diploma in accounting or business administration.

Professional designation

- Chartered Accountant, Certified General Accountant, or Certified Management Account designation would be considered an asset.

Knowledge and skills

- Knowledge of generally accepted accounting and internal control principles.
- Strong analytical, problem-solving and decision-making skills to evaluate alternatives and provide recommendations on business issues.
- Proficiency in the use of computer programs for Accounting (preferably Acumin) and MS Office.
- Client focused; drive, ownership, and accountability; interpersonal savvy.
- Well-developed written and oral communication skills.
- Strong presentation skills.
- Ability to perform under pressure and meet deadlines.
- Flexible and adaptable, with the ability to work collaboratively in a team environment.
- Bilingualism is considered an asset.

Working conditions

- Office environment, where weekend or evening work is at times required based upon work load and client requirement.