

Office Accountant

We are a well-established law firm located in downtown Halifax currently seeking a full-time, permanent Office Accountant, with proficiency in written communications.

The Office Accountant role is all encompassing from data entry through to draft financial statement preparation, including but not limited to bank deposits and reconciliations, cash-flows, account analyses, payroll, accounts receivable/payable, CRA filings and remittances. The preferred candidate will enjoy working in a small office and must be a team player with a high attention to detail and impeccable organizational skills. The position is office based and cannot be done remotely. The position requires a post-secondary diploma or degree in Accounting and must have at least 10 years' experience.

Responsibilities:

- Accurate and complete entry of lawyers' time & disbursements, reporting to partners, preparation & posting of client invoices
- Accounts payable
- Payroll
- Online banking
- Bank reconciliations
- Credit Card reconciliations
- Cash flow management and reporting
- Journal entries
- GL analysis and reconciliation
- Monthly financial statements
- Government remittances (HST, corporate, payroll)
- Assist with year-end preparation
- Trust Accounting – Nova Scotia Barristers' Society Reporting & Audit
- CIBC Interface for Wire Transfers
- Various tasks as required

Qualifications:

- Diploma/Degree in Accounting
- Minimum 10 years related experience
- Team player with a positive attitude
- Excellent time management skills
- Highly organized with an analytical mind
- Excellent attention to detail
- Ability to work with tight deadlines
- Ability to prioritize/manage multiple tasks
- Professional level written and oral communication skills
- Ability to work independently while part of the team
- Strong Excel, Word skills
- Interpersonal Skills

Additional:

35-hour week - Monday to Friday - 8am-4pm (1 hr lunch)

3 weeks vacation per calendar year (1st year pro rated)

No paid overtime

Confidentiality Agreement

COVID Vaccination Disclosure