

CAVALLUZZO

Accounting Clerk

January 2023

Job Description

Position: Accounting Clerk
Reports to: Manager, Accounting
Department: Accounting

Job Summary:

Efficiently performs accounting duties including, but not limited to accounts receivable, accounts payable and maintaining the closed file system. The accounting clerk must be capable of working independently and collaboratively, exercising initiative and judgement and possess a strong understanding of general accounting principles.

Responsibilities:

- Prepare daily bank deposits for general and trust accounts.
- Prepare general and trust cheques as required.
- Distribute petty cash when required.
- Reconcile bank accounts, referring discrepancies to the Accounting Manager.
- Post client disbursements.
- Process accounts payable payments and maintain vendor information.
- Examine and code invoices for proper accounting distribution.
- Process billing statements and final billings on a monthly basis.
- Professional/timely collection of any outstanding accounts receivable.
- Post registers or subsidiary ledger for accounts payable and accounts receivable and all trust entries.
- Prepare month end reports and maintain monthly accounting records.
- Compile recurring and ad hoc reports re partners' and lawyers' month-end.
- Reply to general inquiries (received via email, phone or in person) with accurate information or re-routing inquiries to correct department staff.
- Resolve discrepancies in accounting records.
- Maintain closed file system. Manages files stored onsite and offsite.
- Assist with special projects and/or perform related administrative, clerical and other duties as assigned.
- Perform all other assigned duties.

Knowledge, Skills and Attributes:

- Excellent communication skills, both verbal and written.
- Excellent organizational and technical skills.
- Be able to perform accounting and administrative duties with accuracy and attention to detail.
- Work well individually and in a team within a very busy environment.
- Must have initiative and ability to work with minimal supervision.
- Strong computer skills including proficiency in MS Office (emphasis on Excel and Word), and Adobe Pro or alternative advanced PDF software.
- Exercise good judgement in protecting confidential information.
- A high school diploma and a minimum of 5 years accounting experience is required for the position. OR Post secondary diploma in accounting with a minimum of 1 year accounting experience.

Working Conditions:

- Physical demands of this position may require the incumbent to spend many hours sitting, walking, bending, keyboarding, working on computer monitors, photocopiers and related equipment and on occasion lifting heavy books or boxes weighing up to 30 lbs.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities of the position. The responsibilities of this position may be altered from time to time and may be dependent on the level of experience or assignment of the accounting clerk.

Cavalluzzo is committed to employment equity in the hiring process. Applications are encouraged from equity seeking groups including individuals of Aboriginal descent, racialized individuals, individuals with disabilities, and queer, gay, lesbian, bisexual and trans and non-binary persons.

Cavalluzzo is committed to providing accessible employment practices that are in compliance with the *Accessibility for Ontarians with Disabilities Act* ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Aileen Hunter at ahunter@cavalluzzo.com.

Background and Reference Checks

Any offer of employment may be conditional upon full background checks including a criminal record check, a credit check and employment and education verification. A reference check will also be conducted.

Your Application

Qualified candidates are asked to submit their application by email to hrdepartment@cavalluzzo.com. We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted. No telephone calls please.

NO AGENCIES, PLEASE