

# Boost Legal Support

<https://www.boostlegalsupport.com/job/payroll-and-accounting-clerk/>

## Payroll and Accounting Clerk

### Description

We are hiring for a downtown Calgary law firm. The firm prides themselves on a great work culture and competitive salaries.

The Payroll and Accounting Clerk reports to the Senior Accounting Supervisor and is responsible for maintaining the firm's financial records and assisting with the general operations of the finance department.

### Responsibilities

#### Payroll:

- Request and reconcile approved timesheets.
- Collect and process all information necessary for payroll.
- Calculate, report and pay lawyers' quarterly reconciliations.
- Remit payroll taxes and government reporting
- Enter new employees into payroll system and process departures.
- Maintain accurate payroll and/ or benefit records.
- Ensure compliance with Federal and Provincial legislation.

#### Accounts Payable:

- Code, review, data entry and post all credit card expenses.
- Batch and post all cost/disbursement jobs to client files.
- Prepare payables runs (cheques, electronic funds transfers and bill payments).
- Process expense claim forms.
- Reconcile vendor statements; create new vendors and maintain a vendor directory.
- Reconcile firm credit cards.
- Handle all general cheque requests.
- Handle petty cash,
- Initiates stop payments.

#### Accounts Receivable:

- Handling general deposits (cheques, wires, electronic funds transfers, e-transfers, direct deposits, and credit cards) and update accounting registers.

### Hiring organization

Boost Legal Support

### Job Location

Calgary, Alberta

### Date posted

January 16, 2024

- Reconcile all unidentified payments.
- Handle legal assistants, lawyers, and clients' inquiries on payments.

### **Qualifications**

- Three years' experience in a similar role is an asset.
- An accounting diploma or degree.
- Previous Law Firm experience is an asset.
- Experience with EsiLaw is a benefit.
- Effective organizational and time management skills,
- Acute attention to detail and accuracy,
- Ability to work under pressure and within tight deadlines,
- Ability to maintain confidentiality concerning financial information,
- Analytical and problem-solving skills,
- Strong verbal and written communication skills,
- Computer skills, including operating accounting software, spreadsheets, and email programs at a highly proficient level.