

Siskinds LLP is a leading law firm located in Southwestern Ontario. We are a team of over 240 lawyers and staff covering personal legal services, business law, personal injury law, and class actions law as well as over 25 specialized practice areas. We help clients make the right legal choices, manage their legal affairs, and resolve complicated matters. Our culture and working style strive to make our clients' experiences comfortable, reassuring, and productive while delivering excellence in the services we provide.

Junior Accounting Clerk– 8 Week Contract

What are you looking for?

- Be part of a cohesive team that promotes collaboration and teamwork
- Work in a technologically advanced environment with exposure to many specialized computer applications
- Competitive compensation and benefits
- Professional development opportunities
- Strength of a big firm with the culture of a small firm
- Subsidized downtown parking
- Working within a state-of-the-art building

Who are we looking for?

We are currently seeking a Junior Accounting Clerk within our Finance department.

- Accounting Degree/Diploma or equivalent work experience
- Sound interpersonal skills with the ability to interact and communicate with all levels of the Firm
- Strong attention to detail
- Ability to meet tight deadlines
- Above-average accurate data entry skills
- Sound working knowledge of Microsoft Excel
- Customer service orientated
- Ability to problem-solve
- Up to two years' of previous accounting work experience is preferred
- Experience working within a legal environment is an asset

General tasks

- Processing of cash receipts/payments
- Preparing the daily bank deposit
- Assisting with billings/invoicing preparation
- Other administrative and accounting tasks

We are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and positive attitude will make you a top runner, and ideally our chosen candidate.

Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits.

Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting “Junior Accounting Clerk” and “Your Name” in the subject line, to humanresources@siskinds.com. Deadline for submissions is Friday, March 29, 2024

Contact Information:

Siskinds, London Head Office

Attention: Human Resources, 275 Dundas Street, Unit 1 London Ontario N6A 3V8

Email: humanresources@siskinds.com