

Siskinds LLP is a leading law firm located in Southwestern Ontario. We are a team of over 240 lawyers and employees 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 – Full-time

Siskinds is growing and seeking a Junior Accounting Clerk. This position requires you to perform accurate entry of finance functions such as cash receipts, assisting with billings, A/R write-off processing, processing payments, follow up on returned reminder statements and invoices, preparation of invoices, and being the back-up person for other finance functions.

Our ideal candidate will have a post-secondary education in accounting, and 1-2 years' relevant experience is preferred.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound administrative, time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical). Attention to detail is also imperative.

You will work well both independently and within a team setting. You will have a sincere passion for new technology learning and application. You enjoy a fast-paced, multi-tasked and deadline driven environment.

The following qualifications, skills and attributes are also essential:

- 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
- Above-average accurate data entry skills
- Sound working knowledge of Microsoft Excel
- Customer service orientated
- Ability to problem-solve
- 1-2 years' of previous accounting work experience is preferred
- Experience with collections is an asset
- Experience working within a legal environment is an asset

We are a cohesive team and being a team player as well as having a strong technical ability and a positive attitude will make you an ideal candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. 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 any needs necessary 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, August 26, 2022.

Contact Information:

Siskinds, London Head Office
Attention: Human Resources, 275 Dundas Street, Unit 1
London Ontario N6B 3L1

Email: humanresources@siskinds.com