

Siskinds is one of Southwestern Ontario's leading law firms. We provide local and national service in virtually all areas of the law including personal injury, business and commercial law, class actions, labour and employment, family, estates, and litigation. Our team of over 80 lawyers and more than 100 support staff is dedicated to ensuring our clients receive exceptional service.

### **Junior Accounting Clerk – Full-time**

This position requires you to perform accurate entry of finance functions such as trust related deposits and cheques, and nightly disbursements, as well as 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.

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
- 1-2 years' of previous accounting work experience required
- Experience working within a legal environment an asset
- 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

We are a truly a 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.

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 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](http://www.siskinds.com)

**Please email your resume** quoting "Junior Accounting Clerk" and Your Name, in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com) . Deadline for submissions is Friday, January 4, 2019.

#### **Contact Information:**

Siskinds, London Head Office

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