

Job Description

Accounting Associate

In this role, you will play a key part in supporting day-to-day accounting operations of a thriving and dynamic litigation law firm in downtown Toronto. Key duties include accounts receivable, reconciliations, and reporting. This position is ideal for someone who enjoys working with numbers, thrives in an organized environment, and is eager to grow their skills within a collaborative, professional setting that supports continued professional development and growth.

Key Responsibilities

Accounts Receivable

- Review and post receipts, assist with A/R inquiries, and prepare reports as needed.
- Deposit cheques daily (electronically and at the bank) and allocate A/R appropriately.
- Investigate the status of outstanding invoices.

Billing and Collections

- Prepare pre-bills, process approved bills, and track client invoices.
- Handle appeals and provide daily billing updates.
- Manage A/R collections.
- Processing write-offs/bad debts.

Payroll and Employee Transactions

- Process hires, terminations, and bi-monthly payroll, ensuring accurate data management.
- Reconcile payroll journal entries.

Lawyer Dues/Memberships

- Record and report lawyer annual dues, memberships, and CPD expenses, including monthly payment tracking and point of contact for process management.

Compliance and Reporting

- Process quarterly levy transactions and annual lawyer fees/memberships.
- Prepare and file HST quarterly reports and returns with CRA.

- Assist external accountants with year-end reporting and tax planning process, including member annual reports and accountant packages.

Secondary Responsibilities (ad hoc duties to cover colleague's PTO)

Accounts Payable

- Review and post vendor invoices, obtain necessary approvals, and prepare cheques/EFTs.
- Respond to vendor inquiries promptly and professionally.
- Prepare reconciliation of vendor payments/statements as necessary.

Staff and Office Expenses

- Review and post expense reports, credit card transactions, and disbursements.
- Obtain necessary approvals and process reimbursements.
- Obtain necessary approvals and pay credit card balances.

Financial Reconciliation and Reporting

- Assist with month-end closing processes and financial reconciliations, adhering to LSO trust reconciliation guidelines.
- Reconcile all firm bank accounts daily.
- Transfer funds between accounts following firm approval process.
- Prepare and present monthly financial slide decks and A/R positions at executive meetings.

Key Data/Draws/Bonus

- Prepare key data, bonus reconciliations and draws, as necessary.

Process Improvement and Documentation

- Maintain and update accounting manuals as necessary.

Requirements

- Diploma or degree in Accounting, Finance, or related field (or equivalent experience).
- 2 to 4 years of accounting or bookkeeping experience.

- Experience with accounting software, QuickBooks, Ghost Practice and LEAP an asset
- Intermediate to advanced user of Microsoft Word, Excel, Outlook
- Knowledge and ability to navigate various e-billing systems
- Excellent client service skills
- ~~Strong~~ Excellent attention to detail
- Strong communication and problem solving skills

This position is open to: September 17, 2025

Please send resume and cover letter to the attention of Mary DaRosa, Director of Operation to: mdarosa@schultzlawgroup.ca

We are dedicated to fostering an inclusive workplace that values diverse perspectives, cultures, and identities. We encourage applications from all qualified candidates, including those with disabilities. If you require accommodation at any stage of the recruitment process, please reach out to our Director of Operations, Mary DaRosa at: mdarosa@schultzlawgroup.ca