

Torys LLP is a highly respected international business law firm with offices in Toronto, New York and Calgary. We are recognized internationally as a frequently recommended law firm in a large number of practice areas. Our Toronto, New York and Calgary lawyers work together to offer seamless cross-border services to clients on both sides of the U.S.-Canada border and globally.

ACCOUNTING ASSISTANT

We are currently seeking an Accounting Assistant to join our Financial Services team. This position requires an individual with proven experience and the ability to work in a fast-paced environment. Your responsibilities will be approximately 80% Accounts Payable and 20% Reconciliation/Analysis and you will have responsibility for the following:

RESPONSIBILITIES:

- Process vendor payments (cheques, EFT, ACH, wires and drafts) using Elite software, including review of backup for accuracy and approval.
- Set up and monitor online banking transactions.
- Reconcile Accounts Payable sub-ledgers to control accounts.
- Upload vendor files to accounting software and match to invoice.
- Vendor reconciliation to statements.
- GL account reconciliation.
- Maintain accurate records including filing and support of legal and administrative departments.
- Provide back up to Accounting Assistant and Accounts/Payable Reconciliation Assistant.

QUALIFICATIONS:

- Minimum 2 years accounts payable/reconciliation experience, preferably within a professional service firm.
 - Post secondary education in an accounting or related program.
 - Excellent attention to detail.
 - Strong organizational and time management skills to effectively prioritize and meet deadlines.
 - Strong working knowledge of Excel and Microsoft Office.
 - Excellent verbal communication and interpersonal skills.
 - Ability to work well independently and collaboratively within a team environment
 - Experience in Elite is preferred.
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HOW TO APPLY:

Karen Hatfield
Human Resources Coordinator

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Closing Date: January 27, 2012