



ACCOUNTS PAYABLE CLERK

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

We are currently seeking an Accounts Payable Clerk to join our Financial Services team. Reporting to the Senior Manager, Accounting, the Accounts Payable Clerk will be responsible for the following duties outlined below.

KEY ACCOUNTABILITIES

- Process vendor payments (cheques, EFT, ACH, wires and drafts) using accounting and banking software, including review of backup for accuracy and approval.
- Upload vendor files to accounting software and match to invoice.
- Reconcile GL accounts, bank accounts, and vendor statements.
- Process and post online client charges in the accounting system.
- Maintain accurate records including scanning, filing and retrieval.
- Provide payment information and assistance to legal and administrative departments when required.
- Assist with annual 1099 reporting and filing requirements for NY vendors
- Assist with expense reimbursements when required.
- Backup for Trust Accounting responsibilities
- Daily cash balance reporting

ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Accounting
- 1-2 years previous related experience, preferably in a professional services firm.
- Proficient in MS Office product suite - which includes a strong working knowledge of Outlook, Excel and Word
- Experience working with Elite E3 Financial System and/or any other financial accounting system would be considered an asset
- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Exceptional attention to detail, efficient and organized.
- Strong analytical and problem solving skills.
- Excellent communication (verbal and written) and interpersonal skills.
- Sound judgment – the ability to work with tact, poise and discretion.
- Ability to work well independently and collaboratively within a team environment.
- Flexibility to work overtime when necessary (i.e. month-end, year-end).



HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting (firmadminrecruiting@torys.com).

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted.

At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact [Ruby Dhindsa](#), Manager, Human Resources.