

TEAM LEAD, ACCOUNTS PAYABLE & TRUST

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

The Team Lead, Accounts Payable & Trust is responsible for overseeing the day-to-day administration, operations and service delivery provided by the Accounts Payable and Trust Team.

KEY ACCOUNTABILITIES

Daily Operations

- Responsible for accounts payable (A/P), expense reimbursements and trust accounting.
- Manage Chrome River Expense Report system.
- Oversee all A/P, expense and trust transactions including:
 - Day-to-day processing of vendor payments (cheques, EFTs, wires and drafts);
 - Monthly HST, GST and QST returns; and
 - Bank GL and balance sheet account reconciliations.
- Manage and organize the workflow of the team while maintaining a high level of detail and accuracy.
- Act as a subject matter expert and respond to complex questions and problems raised by clients, vendors and other members of the firm. Escalate to Senior Manager as required.
- Manage the firm credit cards and rewards programs.
- Review and approve expense reports and payments including cheques and EFTs / wires.
- Review and update Accounts Payable and Trust policies and procedures as needed. Communicate, educate and train team on learnings and best practices.
- Create and maintain payees in the 3E system.
- Manage online vendor accounts, banking systems and cash balances.
- Manage interim and year-end audit requests related to A/P and Trust. Manage occasional audits with respect to Law Societies and Sales Tax.
- Responsible for Annual Law Society filings and government filings related to A/P and Trust.
- Participate in projects and initiatives as required (i.e. upgrading chrome river, cheque requisition workflow, creation and roll out of new bank accounts, etc.).
- Provide backup support to Senior Manager as required.



Team Engagement/Relations

- Lead year-end performance review discussions with the team.
- Participate in the recruitment process with Senior Manager, Accounting and HR.
- In consultation with Senior Manager, Accounting, provide direction, coaching, technical and development support to the accounts payable team to ensure they are engaged, capable and meeting the service standards (in line with department goals/objectives).

Vendor Management

- Maintain close and frequent working relationships with banks/consultants/vendors/various internal departments and offer recommendations for continued progress and improvements.

ATTRIBUTES & EXPERIENCE

- College Diploma or University Degree with a major in Finance, Accounting or Commerce.
- Professional Accounting Designation is an asset.
- 5 years of previously related experience, preferably within a professional services firm.
- Strong working knowledge of MS Word, PowerPoint, Excel.
- Experience with a complex accounting system required. Experience working with Elite E3 Financial System would be considered an asset.
- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Ability to establish, lead and be a role model for healthy team dynamics such as supportive, collaboration, inclusive communication, joint problem solving, and conflict resolution.
- Flexible and self-motivated working style with strong personal ownership for quality of work.
- Excellent communication skills (written and oral); ability to interact effectively with individuals at all levels within the organization with tact and diplomacy. French communication skills (written and verbal) are an asset.
- Strong relationship, collaboration and consultation skills – able to work with a diverse group of stakeholders and navigate effectively within the organization.
- Ability to think strategically and innovatively and deliver in pragmatic ways.

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.