

TRUST ACCOUNTING CLERK

Torlys 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 Torlys 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 Torlys, 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

Reporting to the Senior Manager, Accounting, the Trust Accounting Clerk is responsible for managing all trust fund activities as outlined below:

KEY ACCOUNTABILITIES

- Manage trust fund activities including deposits and investments (pursuant to client instruction), and all associated tracking, filing, imaging, and record-keeping.
- Prepare trust cheques and manage incoming/outgoing wire transfers.
- Reconcile trust bank accounts on a daily basis.
- Process and pay weekly payroll invoices, and monthly HST returns.
- Coordinate the disbursement of inactive trust funds.
- Analyze and address stale-dated cheques and book f/x contracts.
- Coordinate the payment of LPIC (Lawyers' Professional Indemnity Insurance) and various legal memberships.
- File annual T5, NR4 and T4A-NR supplementary returns with the CRA.
- Manage annual CDIC reporting for Trust funds.
- Assist in the completion of annual trust audits.
- Assist with cash management, including daily bank reporting and initiating account transfers.
- Update all bank records with signing authorities as necessary.
- Provide support to the Accounts Payable team as required.
- Respond to queries from stakeholders (lawyer, law clerks, legal assistants, banking representatives) in a prompt and professional manner.

ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Accounting or a related field, or equivalent experience to successfully complete the essential requirements of the role.
- Minimum 2-3 years' previous related experience, preferably within a professional services firm.
- Proficient in MS Office product suite - which includes a strong working knowledge of Outlook, Excel and Word.
- Strong working knowledge in completing trust audits.
- Experience with a complex accounting system required. Experience with Elite 3E would be an asset.
- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Excellent organizational and time management skills to effectively prioritize and meet deadlines with minimal supervision.
- Exceptional attention to detail, efficient and organized.

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- Excellent communication skills (verbal and written) with the ability to interact with individuals at all levels within the organization.
- Strong interpersonal skills with the ability to work well both independently and collaboratively within a team environment.
- Sound judgment including the ability to deal with confidential information with utmost discretion.
- Ability to work overtime (before 9 am or after 5 pm) when required to meet client demands.

HOW TO APPLY:

Interested candidates should forward their resume 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 [Malinda Dunfield](#), Manager, Human Resources.