

## Accounting and Records Management Clerk

Serving Windsor-Essex since 1920, the McTague Law Firm LLP remains one of the most pre-eminent and established law firms in the area, providing a wide range of legal services to a broad range of clients. We pride ourselves on our client relationships and our ongoing involvement in our community, providing support and services to a number of partners, charities, and not-for-profits. Our team works hard to provide exceptional service, helping our clients to navigate an increasingly demanding and complex legal environment. As a result, our team members are consummate professionals, and we are proud of their contributions to our firm.

We are currently seeking an **Accounting and Records Management Clerk** to join our Accounting Department and support our team's day-to-day operations.

**Job Type:** Full-time, Permanent

**Salary:** From \$25.20/hr, with starting wage determined by experience and qualifications.

### Key Requirements

- Two (2) or more years of bookkeeping or accounting support experience, preferably within a professional services or legal environment
- Bookkeeping or Accounting diploma preferred
- Strong understanding of accounting fundamentals, billing processes, and financial recordkeeping
- High proficiency in MS Office (Outlook, Word, Excel) and accounting or practice management software
- Strong technical skills in data entry, file organization, and financial documentation, including accurate input, editing, reconciliation support, and database management
- Excellent written and verbal communication skills, with the ability to interact professionally with clients and all levels of staff
- High attention to detail, with strong accuracy and proofreading skills, particularly when working with financial data
- Ability to work efficiently in a fast-paced environment, both independently and collaboratively, while meeting tight deadlines

### Key Responsibilities

- Support daily accounting and bookkeeping functions of the firm
- Manage end-to-end Accounts Payable process
- Assist with billing processes, including preparing invoices and maintaining client accounts
- Maintain accurate financial records and ensure proper documentation
- Perform periodic account reconciliations and assist with financial reporting tasks
- Maintain client and matter database and support in file opening procedures
- Collaborate with lawyers and staff to ensure accurate financial information and records
- Organize and maintain electronic and physical filing systems

**What We Offer**

- Competitive compensation package based on years of service entering the firm, including health and dental benefits, and an RRSP matching program
- Paid time off including three (3) weeks' vacation minimum and ten (10) personal/sick days
- The opportunity to join a longstanding and respected firm with a strong presence in the local legal community

Qualified candidates are asked to submit their application to [resume@mctague.law](mailto:resume@mctague.law).

Please visit [www.mctague.law](http://www.mctague.law) for more information about our firm.

Applicants who require accessibility accommodations during the recruitment process are encouraged to notify us so that appropriate arrangements can be made. Accommodations are available on request for all stages of the selection process.

*We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted.*