



Junior Accountant

At Barriston Law, we make a difference in the lives of our clients, communities and co-workers by cultivating positive connections every day. We deliver peace of mind as we serve our clients with results-driven legal advice.

Do you want to work for the first B-Corp certified law firm in Ontario and feel a sense of purpose in your work?

We have a challenging position available within our dynamic and growing firm for a Junior Accountant in our Barrie Office.

The successful candidate will have a strong work ethic, pay keen attention to detail and have a clear understanding of the value in providing excellent client service. Working in a team environment with our experienced Operations team and Finance Manager, he/she will be responsible for handling accounting and administrative duties. The successful candidate must have a solid knowledge of accounting procedures.

Responsibilities include:

- Documents financial transactions by entering account information
- Process deposits and payments related to real estate transactions
- Prepares payments by verifying documentation, and requesting disbursements
- Prepare bank reconciliations
- Assists the Finance Manager month end close, reporting, budgeting, year end and cash flow

The ideal candidate will have a minimum of 2 to 3 years of relevant experience or education specializing in accounting and be proficient in standard office software and equipment. Excellent time management and computer skills are a pre-requisite. Program specific IT training will be provided through our in-house IT staff, as required, on an ongoing basis.

We offer a competitive compensation package including a group benefit plan, 10 paid sick days and vacation plan. As well a pension plan upon completion of two years of full-time employment.

Please apply, including resume and cover letter to hr@barristonlaw.com.

Barriston Law values the benefits a diverse workforce brings to our practice. We strongly encourage applications from people of all genders, ethnicities, religions, sexual orientations, and people who identify with a disability. If we can offer you any accommodations through the hiring process please let us know. Additionally, if you have any suggestions on how we can make hiring more accessible please e-mail hr@barristonlaw.com.

Closing Date: November 30, 2021

No telephone calls or agencies please. We appreciate your interest in this position, however only successful candidates will be contacted.