

ACCOUNTING MANAGER

Full-time permanent position

Teplitsky Colson LLP Law Firm is seeking an experienced accounting professional who prides themselves on their honesty, integrity and discretion to join the organization in the role of an Accounting Manager. The Accounting Manager will oversee and manage all areas related to accounting and financial management and reporting, with primary responsibility for developing and maintaining accounting principles, practices and procedures, and ensuring all financial statements are completed in an accurately and timely manner.

You will have responsibility to direct and oversee 3 employees (including the A/R Clerk, A/P Clerk, and Accounting Clerk) to ensure work is properly allocated and completed in a timely manner. You will also be responsible for managing payroll processing (ADP) and monitoring cash and bank balances (including conducting bank reconciliations).

Outstanding communication skills, both verbal and written, will be required to develop and implement financial and accounting operation policies, procedures and internal controls for all financial transactions. You will also have responsibility for meeting reporting requirements of the Law Society of Upper Canada. Strong Analytical skills will be required to plan, forecast and access investments, insurance applications, and services with respect to trust transactions and operational reporting.

Qualifications:

- Post-secondary degree in Accounting or Business
- Professional Accounting Designation (CPA/CA)
- Minimum of 5 years of related accounting and managerial experience in a professional services firm (experience with trusts preferable)

Teplitsky Colson LLP Law Firm is located at 70 Bond St. Suite 200, Toronto, ON.

How to Apply: Forward your cover letter and resume to accounting@hrassociates.ca by **July 13th, 2018**. For more information, please contact Puja Pathak at puja.pathak@hrassociates.ca. For more information on Teplitsky Colson, please visit <http://www.teplitskycolson.com/>.

Teplitsky Colson LLP Law Firm is committed to hiring practices that support accessibility for people with disabilities, employment equity and diversity in the workplace. The Firm actively seeks to increase their diversity by welcoming applications from women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity. Applicants with a disability may request accommodation at any stage of the recruitment process by contacting the Human Resources Department.