

Dutton Brock LLP

ACCOUNTS PAYABLE CLERK – PART TIME

We are looking for a **Part Time Accounts Payable Clerk** to assist our growing Accounting Department. This role will have the responsibility of managing the payables process for both the firm and the management company. As part of the accounting team, you will be required to provide solutions to all payable enquires in an efficient and professional manner.

Job Details

- Review all vendor invoices and posting to assigned general ledgers
- Reconcile all firm credit card transactions
- Liaise with vendors and deal with all payment inquiries
- Analyse payable listing to determine aged invoices required for payment
- Processing invoices for payment through EFT where required
- Processing all Expense reports, credit card payments and reimbursement to client accounts
- Processing all law firm and management company expenses through payroll
- Daily cheques for both trust and general
- Preparing payables for approval
- Void cheques/stop payments
- Uploading all courier and photocopies charges and reconciliation of same
- Cell phone accounts reconciliation and follow up of payments
- Stale dated general and trust cheque follow up
- Courier and Postage allocated expense to clients
- Posting of all membership expenses and maintain record
- Deactivate of all closed files in the firm's accounting system
- Provide assistance and backup support to others as required in the Accounting Department
- Other special projects as required.

Requirements

- Must have working knowledge of general accounting procedures and guidelines
- Strong mathematical and problem solving skills, accuracy and attention to detail
- Minimum 3 years Accounts Payable experience in a professional environment
- Proficient in the use of accounting software to law firms
- Demonstrates discretion, sound judgment and diplomacy in dealing with confidential matters
- Demonstrated ability to meet deadlines, and prioritize workloads
- Proven ability to adapt to an ever changing environment.

Please forward your resume to careers@duttonbrock.com

We thank all candidates in advance for their interest but only those considered will be contacted.

NO AGENCIES PLEASE