



HAMILTON DUNCAN ARMSTRONG + STEWART
BUSINESS + LITIGATION LAWYERS

TRUST ACCOUNTING CLERK

Overview

Our busy law practice is in need of an Accounting Clerk to manage a high volume of trust transactions with various trust financial transactions. The successful candidate will also have billing and accounts payable responsibilities. Prior experience working for a law firm or financial institution would be considered an asset.

Duties & Responsibilities

- Receive and process trust deposits
- Process payments from trust account
- Handle transfers of funds including interest bearing accounts
- Manage all transactions in accordance with the Law Society rules and regulations
- Finalize invoices for services rendered by the firm
- Enter client disbursements
- Prepare bank reconciliations
- Other duties as assigned

Qualifications

- Prior accounting experience and relevant schooling
- Fluent spoken and written English language skills
- Excellent communication and interpersonal skills
- Familiarity with MS Office products with emphasis on Excel
- Ability to take initiative and work independently
- Willingness to take direction and seek instructions
- Attention to detail and strong organizational skills
- Ability to handle tight deadlines
- Diplomacy and patience in dealing with internal and external clients
- Bondable

Apply to:

Leslie Green
Administrator
Hamilton Duncan Armstrong + Stewart Law Corporation
1450 – 13401 108th Avenue
Surrey, BC V3T 5T3

fax: 604 581.5947
email: lfg@hdas.com