

Job title	Accounting Clerk
Reports to	Designated Partner – Jeff Cormier
Location	Charlottetown and Summerside

Key Murray Law is the largest independent law firm in Prince Edward Island. We are an Island-based team of lawyers and professional support staff who are committed to creating value for our clients through the delivery of innovative, consistent, and dependable legal services. We are an experienced and dedicated team who provide our clients with effective and efficient legal services. Proficient in many legal disciplines, we are equipped to advise and advocate for our clients in many matters, forums, and areas. Our firm provides clients with the strength of a global alliance and a team with a local focus from multiple locations across Prince Edward Island. PEI locations include Charlottetown, Summerside, Mill River, and Souris.

In addition to providing leading legal services across the Island, we are steadfast in our pledge to play a positive role in the future of the communities and organizations of Prince Edward Island. This fundamental vision is bolstered by a continual commitment to the philanthropic traditions of Key Murray Law.

Job Summary

An Accounting Clerk works closely with the CFO, Partners, Lawyers, and Legal Assistants to ensure all accounting and financial needs of the firm are met.

Summary of Responsibilities

Throughout their daily work, an Accounting Clerk is responsible for a variety of duties related to both accounting, accounts receivable and legal matters. Working with a dynamic and collaborative team, you will:

- Process Key Murray Law payables in compliance with financial procedures. Ensure HST and allocations are posted to the GL correctly as well as minimizing duplicate payments.
- Daily monitoring of the Trust & General bank accounts for the firm, search for funds tied to deposits, electronic transfers/wires, and post to the correct files.
- Verify disbursements and searches to client files.
- Assigning, filing, monitoring and documenting of *Professional Arts Investment* collection matters.
- Facilitate Accounts Receivable identification, aging, collection, leveraging NetDocs.
- Complete reconciliations for CCU and CIBC and report any identified errors to designated partner and Matthew Crockett, CFO.
- Complete the monthly reconciliation and processing of NetLegal and CBIA invoicing, and others as required.
- Complete the monthly reconciliation of MedChart transactions. Monitor and keep MedChart/ACOL funds topped up.
- Complete the monthly reconciliation of Visa statement and chase staff for missing receipts as required.

- Process approved staff and lawyers' expense claims.
- Set up, monitor and post PAD agreements.
- Monitor and update CBIA and Meritas roster and referrals.
- Assist with yearly Trust and KML reviews.
- Assist with HST investigations.
- Post monthly recurring transactions.
- Complete quarterly WIP, AR and Trust cleanups.
- Prepare paper & remote deposits as required.
- Communicate effectively with the front desk at all locations.
- Participate in new and/or existing reception backup schedules.
- Monitor cheque inventory in conjunction with the administrative assistant.
- Act as backup for preparing deposits in preparation for daily errands.
- Act as backup for processing cheques for property closings.
- Act as backup for paper and remote deposits.
- Assist with closings as required;
- Travel to the Summerside office location at least once per week; and
- Other accounting or banking duties as assigned.

Qualifications

- Strong competency in the usage of MS Office, especially Excel and Adobe Acrobat Standard
- Strong verbal, written, and interpersonal communication skills with a demonstrated ability to provide superior customer service.
- Excellent knowledge of accounting principles including AR/AP
- Excellent analytical skills with attention to detail.
- Accurate and efficient data entry and keyboarding skills.
- Self-starter with the ability to work independently in a dynamic environment.
- Flexible, reliable and works well in a team environment; and
- Strong organizational and time management skills with the ability to meet tight deadlines.

Salary and Benefits

Salary beginning at \$52,000. Key Murray Law provides a competitive compensation and benefits package including:

- Health, Dental and Vision
- Life insurance and Accidental Death
- Vacation, Holidays, and Sick Leave
- Employee and Family Assistance Program
- Group RRSP
- Travel Insurance

Working Hours

Salaried Position: Monday – Friday, 9 am to 5 pm

This position will require occasional after hours, or extended hours based on activity of the firm.