



*Canada's National Specialty Insurance Firm*

Dolden Wallace Folick LLP was created with the sole objective of providing legal services exclusively to the insurance industry. Our firm is an industry leader in terms of expertise and experience. We defend insureds under property, liability, and a wide variety of specialty insurance lines. We also provide coverage and underwriting advice to national and international insurers, and pursue subrogated claims on their behalf. Dolden Wallace Folick LLP has repeatedly been recognized as one of the top Insurance Defence firms in Canada, with offices in Vancouver, Kelowna, Calgary, Toronto and Guelph.

We are committed to encouraging diversity, equity, and inclusion in all aspects of our work and for each partner, employee and client to feel included and respected. We offer a dynamic and challenging work environment that provides you with the opportunity to make decisions and influence results.

Our firm continues to grow, so we are currently searching for **two (2) Accounts Receivable Clerks** to join our **Vancouver** office.

**The ideal candidate will have:**

- Exceptional attention to detail and is adept at setting priorities
- Strong organizational and time management skills
- The capability to be an energetic self-starter who initiates and anticipates needs
- A passion for providing superior client service
- The ability to creatively solve problems, make decisions, facilitate and manage deadlines
- The skill to remain calm under pressure
- Strong communication skills both written and verbal
- A great attitude with the willingness to learn
- The ability to work both independently and within a team

**Qualifications:**

- Accounting Diploma or Degree from a recognized post-secondary institution
- A minimum of 2 years accounting experience, preferably in an accounts receivable role and within a law firm
- Exceptional technical skills preferably with Microsoft Office, PClaw and Elite
- The ability to work Monday to Friday, 35 hours per week

**We offer a competitive compensation and benefits package, which includes:**

- Firm paid extended health, dental, AD&D benefits
- Life & Disability insurance
- Paid sick and personal days
- Employee Assistance Program
- RRSP matching program
- Fitness benefit

**The firm also offers:**

- Professional Development & Continuing Education
- A work life balance
- The opportunity to grow your career
- Firm Social events
- Employment service awards
- A flexible schedule
- Work from home option

To join our team, please send your resume and cover letter to Heather Walker CPHR, Director of HR & Operations. [careers@dolden.com](mailto:careers@dolden.com)

We thank all applicants for their interest in our firm, however, only those persons selected for an interview will be contacted. *No phone calls please.*