



Canada's National Specialty Insurance Firm

Dolden Wallace Folick LLP ("Dolden") is a high performance law firm that practices insurance related litigation throughout Canada, with a focus on claims emanating from specialty lines of Insurance. Our goal is to be the law firm of choice for insurers and their Canadian based litigation claims. Dolden 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 strive to attract, retain and promote employees who are the best at what they do and who reflect the diversity of the communities where we live and work, particularly for those who have been historically excluded from, and under-represented in, the practice of law.

We offer a dynamic, challenging and collaborative work environment that provides you with the opportunity to make decisions and influence results. If you are interested in making your mark and contributing to the overall success of our team, this is a perfect time to apply.

Our firm continues to grow, so we are currently searching for a **Senior Accountant** to join our **Toronto** office.

This newly created role will involve leading our growing accounting team while providing support to our COO and Finance Committee. Reporting to the COO, you will be responsible for the management of day-to-day departmental activities along with the development and implementation of workflow efficiencies, budgets and reporting.

About you:

You are a leader, mentor and team player. You are results oriented and passionate about finding more efficient and effective ways to work. You enjoy a fast paced environment and contributing to and celebrating the successes of the team. Your congenial personality allows you to easily break down barriers and build trusted relationships with internal and external stakeholders.

Key Responsibilities:

- Prepare monthly financial statements
- Reconcile monthly trust and general bank accounts
- Prepare month-end GL account reconciliations and journal entries
- Post and process financial transactions
- Prepare PST, GST, EHT, Worksafe BC, and TAF returns
- Administer Partner draws
- Manage the monthly billing processes and related documents
- Prepare annual Law Society of BC Trust Report
- Work with our external accountants on year-end reporting
- Ensure compliance with law society trust rules

- Liaise with external service providers, auditors, banks, and other professionals
- Support the management team on financial reporting and budgeting
- Provide cross-training and support for all accounting functions
- Lead and mentor the accounting team members, fostering a culture of collaboration and accountability
- Develop and oversee internal controls, and day-to-day accounting functions
- Completing ad hoc projects as requested by management
- Other duties as assigned

The ideal candidate would have:

- Professional accounting designation (CPA), preferred
- Intermediate level of progressive accounting experience
- A minimum of 5 years experience mentoring a team
- A minimum of 5 years experience in a law firm environment
- Strong full-cycle accounting skills
- Advanced knowledge of Elite 3E or similar ERP software and SQL
- Advanced technical proficiency
- Advanced knowledge of BC Law Society Trust Accounting Rules
- Advanced knowledge of BC Law Society and Ontario Law Society rules
- Analytical in nature, efficient, self-motivated, and has exceptional attention to detail
- Creatively solves problems, make decisions, facilitates and manages deadlines.
- Excellent oral and written communication skills
- Ability to prioritize in a high-volume, fast-paced environment
- Ability to work under pressure with a calm demeanor
- Aptitude to work collaboratively and independently
- Excellent interpersonal and communication skills
- Ability to maintain strict confidentiality, discretion and professionalism

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
- Paid professional fees
- Monthly transit supplement

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
- A hybrid work environment

If you feel this role is the right fit for you, please submit your cover letter and resume to:

Heather Walker **CPHR** (She/Her)
Director of HR & Operations
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.*