

Accounting Technician

McDougall Gauley LLP is one of Saskatchewan's oldest and most trusted law firms with over 80 lawyers practicing in two locations. Our Regina office is now accepting applications for an Accounting Technician. Under direction from the Director of Accounting and Operations, the Accounting Technician performs general accounting support in maintaining diverse department accounts and records, reconciliations, and general reporting.

Qualifications:

- Minimum 2 years related experience; diploma or certificate in accounting is an asset
- A solid understanding of general bookkeeping procedures and principals
- Proficient in Word and Excel
- Able to multi-task
- A high degree of accuracy and attention to detail
- Excellent communication and organizational skills are a must
- Ability to work as part of a team in a fast paced environment

Key responsibilities include, but are not limited to:

- Accounts receivable and collections
- Accounts payable
- Account reconciliations
- Cash receipts
- Processing trust transactions
- Posting and reconciling disbursements
- Other duties as assigned

Employees of our firm enjoy many benefits:

- Exceptional benefit package
- Earned days off
- More vacation days earlier in their career
- Opportunities for professional growth
- Compensation commensurate with experience

To apply to this position, please submit your resume and cover letter to **Darlene Grant** (dgrant@mcdougallgauley.com) **by October 30, 2020**. Thank you for your application, however, we will only contact potential candidates.

