



Bryan & Company is a pre-eminent Western Canadian law firm dedicated to delivering a high level of legal service and acting as trusted advisors to our clients. We support our clients in achieving their goals by being practical, efficient, and responsive. We focus on the interplay that exists between business and legal disciplines in creating effective solutions for our clients.

Bryan & Company is a valued member of Ally Law, a global service network of 70+ independent law firms that help provide localized business intelligence and a global reach. Member firms are extended an invitation only after strict vetting and are continuously evaluated against rigorous service standards. Our membership with Ally Law is a testament to the quality of legal service we provide.

As we approach our centennial anniversary, the Firm is guided by a five-year strategic plan rooted in investing in talent, curating a compelling client roster, and optimizing process and tools.

Accounting Clerk

The Accounting Clerk is an integral part of the Accounting Team at Bryan & Company and is responsible for maintaining accurate financial records for both general and trust accounting in a high-volume environment. A member of a team of three Accounting Clerks, this position involves a quarterly rotation between banking, accounts payable, and monitoring the accounting inbox. The Accounting Clerk ensures compliance with the Law Society of Alberta as it relates to trust and accounting requirements. The ideal candidate will have a strong attention to detail, excellent organizational skills, and will thrive in a high volume environment.

➤ **Reports To:** Controller

➤ **Location:** Edmonton, AB

Responsibilities

Banking:

- Monitoring both general and trust bank accounts on a daily basis, ensuring that incoming client funds are accounted for promptly;
- Communicating with banking service advisors as required;
- Report unusual transactions to the Assistant Controller
- Ensuring proper documentation for each transaction (incoming and outgoing) this includes banking details, signatures and requisitions; and
- Weekly bank reconciliation to ensure all funds are recorded in the accounting system.

Accounts Payable:

- Review and verify invoices and expense reports for accuracy and completeness;
- Prepare and process accounts payable payments within due dates;
- Maintain vendor records and respond to vendor inquiries; and
- Balancing the sub-ledger and communication month end details to the team.

Accounting Inbox:

- Monitoring the accounting inbox for incoming inquiries and prioritizing them accordingly;
- Communicating to the team when emails have been assigned; and
- Keeping the inbox organized and conducting follow-up with staff, lawyers and/or the team as required.

General Accounting Support:

- Assist with month-end and year-end financial closing procedures;
- Collaborate with the accounting team to resolve discrepancies and errors; and
- Support general and trust audits and compliance with Law Society of Alberta.



Built for Better Law

We understand the intersection between your business and the law.

Our team thrives on delivering practical results that exceed expectations and add value to our clients.



Built for Authenticity

Rooted in respect, our inclusive ethos celebrates authenticity. Through teamwork, trust, and collaboration, we build genuine connections, both inside and outside our walls.



Built with the Future in Mind

We are purposeful in what we do. Our approach challenges norms to optimize outcomes for our clients, our people, and our firm's legacy. We are driven by initiative, entrepreneurship, and excellence.

Competencies

- Entrepreneurial Spirit | Proactively seeks opportunities for process improvements and cost savings. Demonstrates creativity and resourcefulness in problem-solving.
- Team Collaboration | Fosters a collaborative and inclusive work environment, promoting open communication and idea-sharing. Builds strong relationships based on trust, respect, and mutual support. Actively contributes to team success and celebrates collective achievements.
- Fun and Engagement | Contributes to a positive and enjoyable workplace by fostering a sense of camaraderie.
- Pride in Work | Takes ownership of responsibilities and consistently delivers high-quality results. Demonstrates dedication and commitment to upholding the company's reputation and ethos. Celebrates individual and team accomplishments with a sense of pride and fulfillment.
- Authenticity | Embraces individuality and brings an authentic self to the workplace. Values diversity and inclusion, fostering an environment where everyone feels respected. Builds trust through honest communication and transparent leadership.
- Forward-Looking Vision | Embraces a forward-looking approach and anticipates the needs of colleagues and team members. Anticipates future trends and challenges. Encourages a culture of continuous learning and growth.
- Adaptability | Thrives in a fast-paced and dynamic environment, remaining flexible and resilient in the face of change. Demonstrates agility in adjusting priorities to meet business needs. Encourages a mindset of experimentation and learning to drive continuous improvement.

Our Ethos

We are entrepreneurial. We are a team. We encourage fun. We are proud. We are ourselves. We are forward-looking. We are adaptable.

Education & Experience

- Post-secondary education in accounting, finance, or a related field;
- Two years previous experience on an Accounting Team;
- Proficiency in using accounting software and Microsoft Office applications, particularly Excel;
- Strong attention to detail and accuracy in accounting tasks;
- Excellent organizational and time management skills;
- Strong communication and interpersonal skills; and
- Ability to work both independently and as part of a team.

If you are interested in applying for this position, please email a copy of your resume and cover letter in PDF format to hr@bryanco.com. If you have any questions, please call 587-756-4301.



**Bryan &
company** LLP