



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 and Toronto.

We offer a fun, dynamic and challenging 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 an **Accounting Clerk** to join our **Vancouver** office.

The ideal candidate will have:

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

Duties:

- Daily banking transactions and completing bank runs
- Communicating with banks regarding account updates and resolving any banking related issues
- General bank reconciliations
- Preparing and processing cheques and payments
- Reviewing and entering accounts payable invoices
- Issuing trust cheques, payouts, and trust transfer
- Monthly bills - generating pre-bills, bills, reversals, WIP write-offs
- Data entry, spreadsheets, records, and filing

- Other duties as required, including providing coverage support for the accounting team during absences and vacation

Qualifications:

- Accounting Diploma or Degree from a recognized post-secondary institution
- A minimum of 2 years accounting experience, preferably in a law firm
- Exceptional technical skills preferably with PClaw and Excel
- Knowledge of Law Society and Trust Accounting rules
- The ability to work Monday to Friday, 35 hours per week

We offer:

- A competitive salary and benefit package
- RRSP matching program after 1 year
- Professional development & continuing education
- Opportunities to grow your career
- A work life balance
- Personal days
- Firm social events
- Long employment service awards
- A flexible schedule
- Casual Fridays

Please submit your cover letter and resume to:

Heather Walker CPHR
careers@dolden.com

Qualified candidates will be contacted. No phone inquiries please