

Office Manager Position

Ursel Phillips Fellows Hopkinson LLP is a Toronto law firm specializing in labour and employment law. Our lawyers provide advice and representation to unions, professional associations and individual employees with respect to all aspects of the work relationship, including labour relations litigation, human rights, pension and employment benefits, health and safety, workers' compensation, professional discipline, criminal defense, civil litigation including appellate work, Charter of Rights and public interest advocacy, and class actions.

Ursel Phillips Fellows Hopkinson LLP is committed to fostering a culture of justice, equity, diversity and inclusion. Applications are encouraged from members of all equity deserving groups. We will provide accommodations upon request for those participating in the selection process.

Ursel Phillips Fellows Hopkinson LLP is currently seeking an Office Manager with a primary focus on bookkeeping. Job duties include:

- generating and reviewing draft invoices, distributing to lawyers for comment, inputting edits, running final invoices, preparing reporting letters
- posting payables, printing invoices, generating reports for approval, processing payables, setting up EFTs, notifying vendors of payments
- daily banking and monthly bank reconciliations
- monitoring firm credit cards, distributing, collecting and posting completed statements, preparing HST calculations
- posting client payments; reviewing accounts receivable with client lawyers
- processing cash expenses
- HST and other routine filings
- running monthly reports
- assisting with preparation of yearend information for accountants
- attending to client audit requests
- providing support to and vacation coverage for the Chief Administrative Officer on all other functions as needed

The ideal candidate possesses/demonstrates:

- education and/or experience in bookkeeping/office administration
- exceptional attention to detail
- sound judgment
- problem-solving and critical thinking abilities
- effective and professional communication
- ability to work independently and as part of a team
- commitment to participating as part of a diverse and respectful workplace culture with a wide variety of trade union clients



JUSTICE AT WORK

Expected commencing salary range: \$42,000 to \$58,000, plus competitive benefits

Interested applicants should email their applications as soon as possible to:

Jeanette Barba
Chief Administrative Officer
Email: jbarba@upfhlaw.ca

All applications will be kept confidential. We appreciate the interest of all applicants, however, only those applicants selected for an interview will be contacted.