

DEGRANDPRÉ CHAIT

Accounting Technician - Fiduciary (trust) Accounts, Accounts Payable, and Accounts Receivable.

Join a dynamic and professional team dedicated to making the traditional legal experience more personable. Located in downtown Montreal, our law firm offers a friendly work environment focused on our people and the quality of our services. De Grandpré Chait represents a unique blend of tradition and innovation.

Target profile.

De Grandpré Chait is seeking an Accounting Technician who will play a key role in managing fiduciary accounts while contributing to the smooth operation of the firm's financial activities.

Responsibilities.

As part of the finance team, you will be mainly responsible for managing fiduciary accounts (trust), ensuring a high level of compliance and accuracy. You will also provide support for accounts payable and, to a lesser extent, accounts receivable.

Trust section (Main Responsibility)

- Accurately manage trust fund inflows and outflows in compliance with regulations ;
- Process deposits, payments, and track transactions ;
- Coordinate the purchase and liquidation of investments ;
- Perform monthly bank reconciliations ;
- Ensure compliance with the requirements of the Barreau du Québec ;
- Assist in the preparation of regulatory and tax reports (T5, RL3, NR4) ;
- Maintain rigorous tracking of balances by file ;
- Assist with the annual registration of lawyers with the Quebec Bar Association, as well as any changes made during the year.

Payables section (support)

- Verify, code, and post supplier invoices, credit card statements, and expense reports ;
- Assist with credit card reconciliations ;
- Prepare and process payments ;
- Monitor accounts payable and track internal approvals.

Receipts section (secondary support)

- Apply payments received to customer accounts ;
- Assist with depositing funds and tracking collections ;
- Work with the team to ensure sound management of customer accounts.



Required experience and knowledge.

- Associate's degree in accounting or equivalent training ;
- Relevant accounting experience, ideally in a law firm ;
- Knowledge of trusts (a major asset) ;
- Fluency in computer software (Excel, accounting systems) ;
- Fluency in French, both spoken and written.

Required skills.

- Diligence, independence, and attention to detail ;
- Ability to manage multiple priorities in a fast-paced environment ;
- Professionalism and a commitment to confidentiality ;
- Ability to work independently and take initiative.

What makes working at De Grandpré Chait special?

With roots in the business community for over 90 years, De Grandpré Chait brings together more than 80 attorneys and notaries offering specialized expertise across various areas of law.

What we offer:

- > Attractive and competitive compensation ;
- > Comprehensive benefits packages ;
- > 35-hour workweek ;
- > Work-life balance ;
- > Training and development program ;
- > Social activities ;
- > New, fully renovated, modern, and bright offices ;
- > Easily accessible by public transit.

You would like to join our team?

Please send your resume to the following email address: recrutement@dgchait.com. Please note that we will only contact candidates selected for an interview.