

Accounting Manager/Controller – St. John's

Cox & Palmer is a full-service, top-ranked Atlantic Canadian law firm with the knowledge and experience clients rely upon for solid legal solutions. The firm prides itself on a collegial work atmosphere and supportive team environment. We hire self-motivated, team-minded individuals with a strong work ethic, integrity and a commitment to client service.

SUMMARY OF RESPONSIBILITIES

The Accounting Manager/Controller oversees and directs all financial requirements of the office, assisting the COO and Management Committee in achieving the goals and objectives of the firm. They are responsible for identifying and planning for the changing needs of the firm and participating in the strategic implementation of financial practices, processes and procedures. They are a key member of the NL Operations Management Team and contribute to the smooth, cost-effective operations of the firm.

Working as part of a collaborative team, you will:

- Oversee and direct preparation of monthly and annual financial reporting, general ledger, accounting, billing and collections, payables, payroll, rate determination and cash flow control;
- Monitor annual budget, perform variance and profitability analysis, establish financial controls and guidelines which optimize cost effectiveness and profitability;
- Manage relationships with external parties including bankers, accountants and tax authorities;
- Ensure required remittances, including provincial and federal tax filings, are filed accurately and timely;
- Provide direction and manage all operational, scheduling and oversight of Accounting personnel; and
- Other duties as required.

SKILLS AND QUALIFICATIONS

- Bachelor's degree in Business or Commerce with a concentration in Accounting or Finance, diploma in an Accounting program, or a combined level of education and experience; CPA designation would be considered an asset;
- 7-10 years of experience in Accounting/Finance, progressive management and prior experience in a supervisory role;
- Strong financial analysis, leadership, management, and coaching skills.

Cox & Palmer provides a competitive compensation and benefits package including health, dental, life and disability insurance, and a group RRSP program.

Qualified candidates who are interested in this position should send a covering letter and resume by April 8, 2022 to: Mark McGrath, Human Resources Manager nlcareers@coxandpalmer.com

Cox & Palmer is committed to diversity and inclusion in the workplace and is a member of the Law Firm Diversity and Inclusion Network, Pride at Work Canada, and an Employer Partner with the Canadian Centre for Diversity and Inclusion.