

SOTOS

Sotos LLP, one of Canada's leading boutique law firms, is seeking a detail-oriented and motivated **Junior Accounting Clerk** to join our dynamic team on a **part-time basis**. This in-office position is ideal for someone who is enthusiastic, organized, and eager to build a career in accounting. You will be responsible for supporting our accounting operations, focusing on accounts payable and payment-related tasks, while gaining valuable experience across a variety of functions.

Key Responsibilities:

- Process accounts payable transactions accurately and timely;
- Track and reconcile credit card expenses;
- Handle internal employee/lawyer reimbursements;
- Assist with general ledger entries and other routine accounting tasks;
- Maintain organized records and documentation;
- Support the accounting team with ad hoc tasks as needed.

Requirements:

- 1+ year of relevant accounting or bookkeeping experience;
- Knowledge of legal accounting software;
- Prior experience with QuickBooks;
- Strong attention to detail and organizational skills;
- Positive attitude and willingness to learn;
- Ability to work independently and manage time effectively;
- Basic knowledge of accounting principles (coursework or practical experience).

Why join Sotos LLP:

- Flexible hours (15–20 hours/week);
- Supportive team and mentorship opportunities;
- Exposure to a variety of accounting tasks and systems;
- Opportunity to grow with the firm.

To Apply:

Sotos LLP welcomes applications from all qualified candidates including Indigenous peoples, persons of the 2SLGBTQI+ community, racialized persons, persons with disabilities, and others. Accommodations are available for candidates and employees.

Qualified candidates may submit their cover letter, resume, and school transcript to hr@sotos.ca.

We thank all applicants for their interest; however only those selected for an interview will be contacted.