

## IN-PERSON HIRING EVENT: MILLER THOMSON LLP



**Wednesday, April 17, 2024 | 10:30 a.m. – 1:30 p.m.**  
**1090 Don Mills Road, Unit 406, Toronto, M3C 3R6**

**Miller Thomson LLP, a national business law firm with approximately 525 lawyers across 5 provinces in Canada, is hiring for the following three positions in the GTA!**

### **Financial Analyst (20 Month Contract)**

- Analysis and Reporting
- Budgeting and Forecasting
- GL Account Review and Reconciliation
- Credit Card Reconciliation
- Candidate must have 3 to 5 years of experience in accounting/budgeting/forecasting/analytics and reporting



### **Accounting Clerk**

- Responsible for providing accounting support to the lawyers & legal assistants in a fast-paced and challenging environment
- Assist with processing trust transactions (deposits, cheques, outgoing wires, etc.) and with the processing & reconciling of the Condominium trust accounts
- Experience working with accounting systems, including Accounts Payable or Accounts Receivable. Knowledge of Aderant is an asset
- Candidate must have completed an accounting program from college and/or a minimum of 5 years of work experience in an accounting department

### **Facilities Clerk**

- Audiovisual set-ups and support for the Conference Centre meetings
- End-user support for web-based meetings (MS Teams, Zoom and Webex)
- Coordinate meetings with boardroom bookings and equipment request as requested for the meeting by the end-user
- Candidate must have Community College Office diploma or Business Administration program plus ideally a minimum of 1 years' experience working in a professional services or legal environment

**Register by email or phone:**

[donmillses@achev.ca](mailto:donmillses@achev.ca)  
416-444-8744 Ext. 0

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