

Michael E. Solomon
Managing Partner

Nicole M. Jones
Senior Partner



SOLOMON JONES LLP

Sherwin Shams
Senior Associate

FINANCE OFFICER

Role:

The Finance Officer supports daily functions related to firm accounting practices and ensures proper accounting protocols with the Law Society of Ontario and the General Accepted Accounting Principals.

Duties:

- Maintain accounting records i.e. preparing and posting journal entries, reconciling all the responsible accounts, and maintaining the general and trust ledgers in a timely manner.
- Help oversee the accounts payable and accounts receivable
- Record bank daily transactions and reconcile bank and credit card accounts.
- Monitor and reconcile intercompany balance with other subsidiaries, and resolve any disputes.
- Complete payroll functions;
- Prepare HST remittances and submit the payments on a timely basis.
- Resolve disputes and all other tax-related issues with Canada Revenue Agency.
- Assist our external accounting firm in preparation for year ends etc.
- Participate and assist in potential law society audits etc.
- Billing of clients
- Assisting A/R Litigation Department in payment processing
- Prepare and file Bankruptcy and Consumer Proposal documents with trustees
- Following up with trustees on payments.
- Such further and other duties as may be assigned from time to time

Technological Proficiencies:

- CosmoLex
- Collect
- MS Office 365
- Windows 10 Server Environment

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