



Oyen Wiggs is an intellectual property law firm located in downtown Vancouver. We are a dynamic, team-oriented firm that maintains a professional and well balanced working environment. We have an immediate opening for an **Accounting Assistant** to join our Accounting Department.

The primary job responsibilities are:

- Trust transactions
- Accounts receivable
- Accounts payable
- Tax remittance preparation
- Communications with clients and members of the firm
- Monthly reconciliations of credit cards and deposit accounts
- Daily uploads to the accounting system

The ideal candidate will bring with them bookkeeping experience in a professional services environment, possess a high level of professional written and verbal communications skills, and a solid understanding of MS Office.

Qualifications for this position include the following:

- PCLaw experience
- Familiarity with the Law Society Rules
- Familiarity with PST and GST/HST rules would be an asset
- Ability to work in a fast paced environment
- Advanced computer skills – Word, Excel, Outlook, Internet Explorer
- Experience in a professional services environment would be an asset

We thank you for your interest in this position, however, only selected candidates whose background best match our requirements will be contacted. All resumes are retained and treated in confidence. No phone calls please.