

ACCOUNTING TECHNICIAN SASKATOON

Meaningful Advice
and Advocacy -
your success is our
mission.

Your success is our mission.

THE OPPORTUNITY

We are recruiting for a detail-oriented and reliable Accounting Technician to join our team in our Saskatoon Office. This role is responsible for the accurate and timely processing of supplier invoices and expense reimbursements while maintaining strong internal controls and supporting compliance requirements. The successful candidate will also be trained in other financial areas and be able to assist in these areas during peak times.

KEY RESPONSIBILITIES

- Receive, verify and process supplier invoices in a timely and accurate manner
- Ensure proper coding to business units and accounts
- Manage the accounts payable inbox
- File and maintain supplier records
- Respond to supplier and internal inquiries in a professional and timely manner
- Support month end processes by preparing accruals, reconciling vendor accounts and completing reconciliations
- Adhere to internal controls, company policies and audit requirements
- Collaborate with members of the Accounting team to improve processes

EXPERIENCE

- A high level of accuracy, organization and professionalism
- A collaborative approach to working with lawyers, legal assistants and administrative staff
- Excellent time-management skills, with the ability to work effectively on time-sensitive matters
- Strong communication skills and a customer-service mindset
- Commitment to continuous improvement and learning
- Proficient with accounting software, Adobe and Microsoft Office
- 1-3 years of accounts payable or general accounting experience (professional services or law firm experience is an asset)
- Diploma or post-secondary education in Accounting (preferred)

Any offer of employment may be conditional upon a full background check, including a criminal record check, a credit check and employment and educational verification. A reference check will also be conducted.

[Apply Online!](#)

mckercher.ca

SASKATOON

500 - 211 19th Street East
Saskatoon, SK S7K 5R6
(306) 653-2000 F (306) 653-2669

REGINA

800 - 1801 Hamilton Street
Regina, SK S4P 4B4
(306) 565-6500 F (306) 565-6565



We acknowledge that we are living and working from Treaty Lands, the traditional lands of First Nations People and homeland of the Métis. We are committed to moving forward in a respectful way in the spirit of reconciliation.

WE VALUE

INTEGRITY & EXCELLENCE

We hold ourselves to the highest standards.

RESPECT & COLLABORATION

We work together for optimal outcomes, embracing creativity and diversity.

DEDICATION

We prioritize the success and well-being of our clients, team, and communities.

WHY CHOOSE US?

With offices in Regina and Saskatoon, McKercher LLP has over 80 lawyers practicing in all major areas of the law. We are an equal opportunity employer and foster an inclusive, equitable, and accessible environment.