



Financial Data Analyst - Calgary

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife. The firm is recognized and respected by its peers in legal and business publications and was recently named one of BC's Top Employers for 2022. Business in Vancouver also recognized Lawson Lundell LLP as the fastest growing law firm in Western Canada.

Lawson Lundell LLP is seeking a recent university graduate, for the role of Financial Data Analyst, to join our Calgary office. Reporting to the Senior Paralegal, and Partner responsible for project completions, this role will assist our high performing Real Estate legal group with numerous project land closings, involving thousands of individual investors. The regular working hours for this role are Monday – Friday, 8:30am – 4:30pm. Remote work will not be an option. Preference will be given to candidates with strong working knowledge of excel.

Lawson Lundell LLP has a vaccine mandate in place. All current employees are fully vaccinated and applicants for this position must be fully vaccinated against Covid-19 to be considered.

Standard Responsibilities:

- Tracking flow of funds.
- Reporting to investors.
- Review and completion of federal tax filings with the Canada Revenue Agency.

Qualifications:

- 2 year diploma or Bachelor's degree in a financial program from an accredited post-secondary institution.
- Previous experience in a financial role is an asset.
- Proven ability to handle multiple tasks, concurrent projects and competing priorities while remaining calm in a high-volume, fast-paced and deadline-driven service organization.
- Solid technical skills including internet research, MSOffice Suite—Word, Excel, PowerPoint, etc.
- Very strong attention to detail.
- Ability to focus on tasks, follow instructions and be comfortable with working in a professional environment.
- Excellent interpersonal skills, polite, professional, positive manner, and a client service approach.
- Excellent oral and written communication skills.
- Ability to maintain confidentiality.



- Ability to function in a collaborative organization and be a team player.

Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits** (50% covered by the employer): extended health, dental, vision, out of country, life, ad&d
- **Fitness Benefit:** reimbursement for fitness equipment or fitness membership
- **Paid Time Off:** vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year
- **Financial Benefits:** defined contribution pension plan matched by the firm, RRSP, TFSA, year-end bonuses and an employee referral bonus program
- **Fun Environment:** annual year end party, happy hours, staff appreciation week, and many other social events
- **Awards:** long term service (bonuses & extra vacation)

If you are a professional, motivated, hardworking team player with a positive outlook and would like to share your expertise with us, please submit your resume with a cover letter to **Brandy Tobin, Paralegal** at btobin@lawsonlundell.com.

What to expect

- A commitment to diversity and inclusiveness; we believe that fostering a diverse and inclusive workplace benefits both our firm and clients
- An environment where constant learning is encouraged
- A fun and collaborative work environment
- A team of unique individuals who will help take your skills and experience to the next level
- A commitment to providing a discrimination-free and harassment-free workplace environment

Although we thank all applicants for their interest in Lawson Lundell LLP, only shortlisted candidates will be contacted. No phone calls please.