

Litigation Support Accountant

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Company: GOE Recruit

Location: Turkey

Category: other-general

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The Role

Your responsibilities will include:

- Communicate with personal injury lawyers and clients who have been in the motor vehicle accidents

- Collect, analyze and verify required financial data

- Keep clients up-to-date on the status of their IRB Accounting reports

- Maintain electronic filing system

- Prepare Income Replacement Benefits (IRB) accounting reports and supporting schedules.

- Analyze T1, T2, HST returns, bank statements and pay stubs.

- Provide administrative assistance and perform administrative tasks when needed.

Ideal Profile

University/College degree, preferably in accounting.

Minimum 2 years of experience in accounting.

Exceptional attention to detail, problem solving and strong administrative skills.

Ability to learn fast and be diplomatic.

Excellent organizational, English speaking and writing skills.

Ideal candidate has to be a self-starter, team player and punctual.

Proficiency in Microsoft Excel – at least intermediate level (Pivot tables, formulas etc.).

Prior work experience in automobile insurance industry is an asset

What's on Offer?

A role that offers a breadth of learning opportunities

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