

Bookkeeper

Full-Time

Campbell River Region
Campbell River

Thursday January 15, 2026

\$26 - \$30/ hour (\$25-\$30/Hr)

Company: Tees Kiddle Spencer

Industry: Management/ Administration

How to apply:

Please send Resume to kpetz@tkslaw.com

Attachment: [Bookkeeper JD.pdf](#)

Expiry Date:

Thursday, January 29, 2026

Details:

About us: Tees Kiddle Spencer is an experienced full-service law firm just steps from the ocean in Campbell River, BC. We have been serving the North Island for more than 50 years. We are approachable, accessible and available to our clients and our

staff. We are proud to offer an inclusive, team-oriented environment with an emphasis on work-life balance. About you: You are resourceful, conscientious, and ready to pitch in. This position is a permanent position. Reports to: Tees Kiddle Spencer Partnership and Firm Administrator Brief description: The bookkeeper handles the Firm's financial records, including trust accounting, billing, payments, and reconciliations, ensuring accuracy and compliance with legal regulations. Duties: Client Trust Accounting: • Record and reconcile all client trust deposits and withdrawals and save all data as backup • Ensure funds are never commingled with firm operating accounts General Bookkeeping: • Record all financial transactions (income, expenses, invoices, payments) • Post journal entries and maintain the firm's general ledger • Reconcile bank statements, credit card accounts, and petty cash Billing & Accounts Receivable: • Generate and send client invoices • Track outstanding balances and follow up on overdue payments • Apply payments to correct client accounts Accounts Payable: • Process vendor invoices and payments • Track office expenses (rent, utilities, supplies, subscriptions, etc.) • Ensure timely payments to avoid late fees Financial Compliance & Reporting: • Prepare various monthly, quarterly, and annual financial reports for partners • Provide information needed for tax filings and audits • Ensure compliance LSBC trust accounting rules • When needed, liaise with outside accountants for tax and compliance needs Matter-Cost Tracking: • Record expenses and disbursements • Allocate costs correctly to client matters for reimbursement Software & Records Management: • Use legal accounting and practice management software • Maintain digital and physical financial records for audit readiness Benefits: • Dental care • Extended health care • Employee Assistance Provider • Vision care • Paid time off • Continuing Legal Education opportunities and resources

Qualifications & Experience:

Skills and Qualifications: • 2-5 years of bookkeeping and/or accounting experience • High level of accuracy • Interpersonal skills for communication with clients, lawyers, other legal support staff, and other professional offices • Clear and concise written skills to ensure efficient and accurate communication • Strong values of honesty, transparency, and ethics • Attention to detail for reviewing important documentation • Ability to work independently and with others as required • Intermediate in Microsoft Office suite
