

TEES KIDDLE SPENCER

Job Description

Bookkeeper

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

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

Benefits

Dental care

Extended health care

Employee Assistance Provider

Vision care

Paid time off

Continuing Legal Education opportunities and resources