

EXPERIENCED Bookkeeper required.

EXPERIENCED Bookkeeper to join a large full-service law firm in Victoria (Shoal Point, at Fisherman's Wharf).

Position Responsibilities Include:

- Processing of client receipts and bills;
- Lawyer billings;
- Posting disbursements;
- File closings;
- Accounts payable (including credit card reconciliations);
- Accounts receivable;
- Accept e-Transfers;
- Create Out-going wires and transfers;
- Preparation of trust cheques and trust transfers;
- Preparation of general cheques;
- Bank deposits;
- Bank reconciliations;
- Remit quarterly Trust Administration Fees collected to LSBC;
- Open, manage and redeem Interest Bearing Accounts, as required;
- Prepare LSBC annual self-audit for partner approval;
- Facilitate LSBC on-site audits;
- Manage accounting records in accordance with LSBC retention rules;

Requirements:

- Minimum five years' experience in a similar background;
- Demonstrate attention to detail;
- Knowledge of trust accounting;
- Skilled in Microsoft Office applications including Excel;
- Willingness to learn, team player, and are ready to help the business in its continued growth; and
- Knowledge of ESILAW 360 is an asset.
- Knowledge of the Law Society of BC Trust Accounting Handbook is an asset.

Full benefits package available.

Please email resume & cover letter to the attention of:

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