Remote Lead Bookkeeper for Legal

Posted by Gauvreau & Associates

Posting Date : 24-Feb-2026

Closing Date : 23-Aug-2026

Location : Peterborough

Salary : $$60,000–$65,000 Per Year

Job Requirements

- **Education**: Diploma
- **Language**: English
- **Years of Experience**: 2 years
- **Vacancy**: 2
- **Job Type**: Full Time
- **Job ID**: DISJ4373427

Job Description:

The Big Picture

Gauvreau is looking for a remote leader who is great at solving problems and cares about high-quality work. They want someone who doesn't just "do the math" but also helps lead the team and builds strong relationships with clients.

The Core Values (How They Work)

The firm focuses on four main ideas:

- **All In:** Be passionate and do your best work.

- **Own It:** Take responsibility and find solutions.

- **Choose Opportunity:** Be open to new ideas and innovation.

- **Better Together:** Work as a team to get the best results.

Your Main Responsibilities

- **Advanced Bookkeeping:** Handle full-service bookkeeping for businesses with complex finances.

- **Quality Control:** Review and approve important documents like HST, T4s, and year-end adjustments.

- **Legal Specialization:** Manage "Trust Accounting" and legal-specific files.

- **Leadership:** Mentor junior bookkeepers, lead team meetings, and help train new hires.

- **Client Management:** Lead meetings to welcome new clients, set up their files, and keep them updated on their finances.

- **Organization:** Work with the Workflow Manager to make sure all deadlines are met.

What You Need to Have (Requirements)

- **Experience:** 2 to 5 years of experience specifically working with **law firms or legal environments.**

- **Software Skills:** You must be comfortable with **QuickBooks Online (QBO)**, Outlook, and Karbon. Knowing **Clio** (legal software) is a huge plus.

- **Expertise:** You must be confident in **Trust Accounting** and able to work without someone watching over your shoulder.

- **Soft Skills:** Great communication skills and a "solutions-first" attitude.

The Details

- **Pay:** The starting salary is between **$60,000 and $65,000** per year.

- **Location:** This is a **Remote** position.

- **Note on Hiring:** They use AI tools to help sort through applications and schedule interviews.

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