



## Remote Lead Bookkeeper for Legal

**Posted by:** Gauvreau & Associates

**Posting date:** 24-Feb-2026      **Closing date:** 23-Aug-2026

**Education:** Diploma

**Language:** English

**Job location:** Peterborough

**Salary:** \$\$60,000–\$65,000 Per Year

**Years of Experience:** 2 years

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ2337228

### 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.
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## 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.
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## 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.
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## 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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