

## **Senior Legal Bookkeeper Position For Trust Us Legal Bookkeeping & Accounting**

The Trust Us team is growing and we are looking for a Senior Legal Bookkeeper to join us! This is an on-site position based in Sherwood Park, Alberta, but a hybrid/remote option would be available for the right candidate. The position offers 20-40 hours per week, reporting directly to the Business Partners.

### **About Trust Us Legal**

Trust Us Legal Bookkeeping and Accounting provides Law Society compliant bookkeeping and accounting for all of British Columbia and Alberta. Our focus and expertise in this niche market is why we are the best choice for local lawyers and law firms. Our clients Trust Us to manage their books concisely and on time every month so they can practice law without worry.

*Your practice. Protected.*

### **About the Position**

Trust Us Legal is seeking a skilled and detail-oriented Senior Legal Bookkeeper to manage financials for legal firms while delivering an exceptional client experience. Your expertise will ensure compliance with Trust accounting regulations as you handle financial transactions and maintain accurate records. If you thrive in a fast-paced environment and have a strong background in bookkeeping for legal firms, we want to hear from you!

Job Type: Part-time/Full-time (20-40 hours per week)

Hourly Rate: Starts at \$28 (depending on experience, skillset, and fit)

Location: Sherwood Park, Alberta

To apply, please fill out this [application form](#) as this would help us capture relevant information and would allow us to add you into our hiring system.

### **What You'll Be Doing**

- Ensure accurate data entry, account reconciliation, and financial reporting using software tools.
- Manage Trust bank accounts and perform Trust bank account reconciliations in accordance with regulatory requirements.
- Prepare and file GST/PST for Alberta (AB) and British Columbia (BC).

- Ensure accurate tracking of taxable transactions and adherence to tax filing deadlines.
- Ensure all bookkeeping practices comply with Law Society regulations and Trust rules in AB and BC.
- Regularly review procedures to maintain compliance and avoid breaches.
- Generate financial reports.
- Work closely with legal professionals to address bookkeeping-related inquiries.
- Provide support during audits or financial reviews by Law Societies.

### **Qualifications**

- Must be able to legally work in Canada as you will be hired as an Employee
- Available during core hours (9 AM to 4 PM Mountain Time)
- At least 5 years of bookkeeping experience, with minimum 2 years of experience in the legal industry
- Proficient with legal bookkeeping software/platforms such as Soluno/Actionstep, CosmoLex, GhostPractice, LEAP, Clio, ESI Law/Unity, and PC Law as well as QuickBooks and Xero as needed
- Proficient with Trust bank accounts - Trust accounting safety, Trust bank account reconciliations, GST/PST filing (AB and BC)
- Good understanding of Law Society Bookkeeping and Accounting rules (AB and BC)

### **What We Offer**

- Flexible working hours
- Competitive wage based on experience

Questions? Please send an e-mail to [hr@trustuslegal.ca](mailto:hr@trustuslegal.ca)