

Galbraith Family Law (GFL) is an established family law firm with offices in Barrie, Newmarket and Toronto, and is presently seeking a **Full-time Bookkeeper/Finance Manager**. This position will consist of a hybrid work schedule. **In-office work can be conducted at your choice of either our Barrie or Newmarket office locations, in addition to the opportunity to work remotely.**

The successful candidate must have a minimum three years' experience utilizing QuickBooks Online, including having completed formal QBO training, as well as related experience and a willingness and desire to continue to do day-to-day bookkeeping tasks and maintaining and preparing financial reporting, as a part of this role.

We see the nature of this role changing and developing over time, as our firm continues to grow. Being adaptable and willing to approach whatever work the day may bring with a positive attitude is key.

In addition to the experience and traits outlined above, our ideal candidate will be responsible for and must be capable of carrying out the following duties:

- Creating and maintaining a dashboard to analyze and provide financial reporting and cash flow analysis for GFL and its related entities;
- Being a member of GFL's Leadership Team and making decisions regarding management of the firm;
- Preparing cash flow projections, budgets and expense reporting for multiple companies;
- Preparing and remitting HST returns for multiple companies;
- Processing of Accounts Payable and credit card statements for multiple companies;
- Payment of client disbursements and administering of client trust funds for GFL, in accordance with the requirements of the Law Society of Ontario;
- Preparation of bank reconciliations for multiple companies and accounts;
- Processing credits and write-offs to client accounts;
- Processing payroll using a web-based platform and maintaining the necessary payroll records, in addition to processing payment to contract attorneys via an online business banking platform, using electronic funds transfer;
- Processing and maintenance of employee Health and Welfare benefits plan;
- Assemble information for external tax accountants at year end and auditors as required;
- Work with multiple sets of books interchangeably;
- Provide training and support to other staff who utilize QuickBooks;
- Willing to learn how to use Clio which is integrated with QuickBooks Online.

At GFL, **we are committed to providing high quality** service in everything we do. We go above and beyond expectations in how we help our clients achieve their goals, and in the day-to-day operation of running the business, and we are seeking only people who share the same commitment to quality.

**We have a culture of respect.** We treat others the way that we would want to be treated. This includes our clients, the other side, the other lawyer and their firm, experts, witnesses, and everyone within our GFL team. This means many things, including responding to

communications in a timely manner, serving with integrity, compassion and understanding, and just being honest with our clients.

**We have a culture of learning.** We are committed to learning how to be efficient and effective in everything we do. We always strive to do better in everything we do every day: This means adopting the latest technologies and establishing processes to be more efficient.

**We value family, community and friendships.** We work to maintain a reasonable balance between our work and personal lives.

**We are committed to supporting our community** through our numerous charitable endeavors. We believe that our business is bigger than just practising law. We want to help others in need.

Does what GFL stands for sound appealing to you? Do you feel you have the experience, skillset and personal traits that would make you our next great team member?

If you are interested in applying to join GFL, we want to hear from you. To be considered for the position, please send **all of the following three items** to Virginia Hart via email at [Virginia@GalbraithFamilyLaw.com](mailto:Virginia@GalbraithFamilyLaw.com):

1. A cover letter
2. A resume
3. A brief video introducing yourself and speaking to your financial experience and outlining why you want to join GFL.

**SALARY TO COMMENSURATE WITH EXPERIENCE - \$65,000 TO \$75,000 PER ANNUM**

**GFL values equality, diversity and inclusion.** *We are an equal opportunity employer and consider applicants for all positions without regard to race, colour, creed, religion, ancestry, national origin, age, gender identity, sex, marital status, sexual orientation, physical or mental disability, use of a guide dog or service animal, military/veteran status, citizenship status, basis of genetic information, or any other group protected by law. People with disabilities who need a reasonable accommodation to apply or compete for a position at GFL, may request such accommodation(s) by sending an email to [Janine@GalbraithFamilyLaw.com](mailto:Janine@GalbraithFamilyLaw.com).*