We are hiring a permanent full time bookkeeper for our family owned law office in Barrie.

Responsibilities include:

- Accounts Receivable/Payable

-Government Remittances

-Payroll

- Month/year end preparation

- Bank reconciliations

- Experience in Microsoft Office (Excel, Word, Outlook) required.

Requirements:

Minimum 2 years experience required.

previous experience in a law firm an asset.

Previous experience in PCLaw an asset.

Please fax your resume to 705-726-1463 or email to bruceowen@owendickey.com