

We are seeking additional staff to join our team.

Johns Southward Glazier Walton & Margetts LLP, Barristers and Solicitors is one of Vancouver Island's largest and most respected full-service law firms. Our team of 40+ includes 18 lawyers, with three offices located in Victoria, Duncan and Westshore.

Our firm is looking for a full-time staff member to join the accounting department of our Victoria office. This position involves day-to-day bookkeeping tasks such as processing of trust and general account transactions. Other duties will include assistance with accounts payable and accounts receivable, along with ensuring compliance with Law Society requirements.

The ideal applicant will have a good understanding of accounting principles. The position requires the ability to prioritize tasks in a fast-paced environment while remaining organized and efficient. Prior law firm experience is preferred, and the candidate must be proficient with ESILaw as well as with Microsoft Office.

All inquiries will be kept in the strictest confidence.

We thank in advance all who express interest; however, only those selected for an interview will be contacted.