

Office Manager / Bookkeeper

We are assisting a **Central-West Ottawa LAW FIRM** in recruiting for an experienced Office Manager. This position reports directly to the In-Charge Lawyer, and requires the successful candidate to manage the day-to-day operations of the practice, including:

- Bookkeeping – accounts payable and receivable, monthly reports and reconciliations, payroll (for the practice and other companies owned by the In-Charge Lawyer).
- Processing correspondence and documents.

Requisite skills include:

- Strong knowledge of MS Word and WordPerfect, and Simply Accounting software.
- Paralegal or law clerk experience and knowledge of EsiLaw software are definite assets.
- Exceptional communication skills, the ability to work without supervision, to pay attention to detail, as well as to meet strict deadlines and multi-task in a busy, small office environment are crucial.
- Successful completion of a recognized office/legal administration program degree or diploma and 5+ years related experience, or equivalent combination of education and experience is essential.

Salary commensurate with experience, 3-5 days per week, flexible hours.

If your skills, experience and personality are consistent with the above profile, please submit your resumé immediately to:

Kathy Grezaud
Logan Katz LLP
Chartered Accountants
105 – 6 Gurdwara Road
Ottawa, ON K2E 8A3
email: kgrezaud@logankatz.com
fax: (613) 228-8284

Please note, while we appreciate all applications, only those selected for interview will be contacted.