

## Financial Controller

### About Us

BTM Lawyers LLP is an award-winning full-service law firm providing the highest level of legal services in a practical, approachable, and professional manner. We represent a wide variety of individuals and businesses from across Canada, with a particular focus on the Tri-Cities and surrounding communities.

### The Position

We are seeking a Financial Controller to carry out all aspect of the Firm's financial management including partnership and corporate accounting, regulatory and financial reporting, budget preparation, and review and development of internal policies and procedures. The successful candidate will be a crucial member of the Firm's management team and will report directly to the Managing Partner.

### Responsibilities

- **Financial Management**
  - Manage day-to-day accounting operations, including accounts payable, accounts receivable, billing, and payroll.
  - Prepare and review financial, budgets, forecasts, and cash flow projections to provide accurate and timely financial information to the Firm's partners.
  - Develop and implement financial policies, procedures, and controls to safeguard the Firm and ensure compliance with accounting standards and Law Society regulations.
  - Assist with pricing, procurement, purchasing, and third-party contract negotiation.
- **Financial Reporting and Analysis**
  - Reconciling monthly trust and general bank accounts.
  - Preparing annual Law Society of British Columbia Trust Report and working with external accountants on year-end reporting.
  - Collaborate with the Firm's partners to develop annual budgets and long-term financial plans.

- Monitor budget performance and financial data to identify trends, opportunities for cost savings, and potential risks, and identifying areas for improvement and provide actionable insights to support business growth and profitability.
- **Risk Management and Compliance**
  - Ensure compliance with Law Society trust regulations, tax regulations, including timely filing of tax returns and payments.
  - Preparing PST, GST, EHT, WorkSafe BC, and TAF returns.
  - Training staff on accounting policies, processes, and procedures.
- **Leadership and Team Management**
  - Lead and mentor finance and accounting team members, fostering a culture of collaboration, accountability, and professional development.
  - Provide guidance and support to department staff on financial policies, procedures, and systems.
  - Develop and maintain relationships with the Firm's suppliers and financial institutions.

## Qualifications

- Professional accounting designation (CPA) preferred
- Progressive experience in financial management and accounting roles, preferably in a law firm or professional services environment
- Strong understanding of trust accounting and Law Society regulations and compliance;
- Strong analytical skills and attention to detail, with the ability to interpret complex financial data and communicate insights effectively.
- Excellent leadership and interpersonal skills, with the ability to collaborate effectively with colleagues at all levels of the organization
- Proficiency in financial office software applications, including QuickBooks, Microsoft Office Suite, Adobe, BC Online, MyLTSA, BC Registry, and legal practice management software.



B T M L A W Y E R S L L P

## Why Us

We offer an inclusive, team-oriented, open-door working environment with an understanding of the importance of work-life balance. We have an exceptional team of staff and lawyers who mentor, support, and encourage one another. We have accessible modern office space in a prime location with great amenities nearby.

## Compensation

Our salary range of this position is \$75,000 to \$120,000 based on experience. We also offer a comprehensive benefits package including extended health and dental coverage.

**How to Apply:** Please send your resume and cover letter to Stephanie Lintunen: [slintunen@btmlawyers.com](mailto:slintunen@btmlawyers.com).

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