



About LGL Limited

Founded in 1971, LGL Limited is an employee-owned environmental research and consulting firm serving clients in Canada, the USA, and internationally. LGL's client base spans industry, government, Indigenous groups, public corporations, academia, and non-governmental organizations. Our body of work, including peer-reviewed scientific publications, demonstrates our scientific competence in the field and office, our ability to evaluate the environmental impacts of human activities, advance scientific knowledge, and satisfy or exceed the requirements of our clients and regulators.

About the Role

You will assist the Accounting team by providing basic bookkeeping in-office support with an emphasis on data entry.

NOTE: This is a part-time, permanent opportunity with the flexibility of working up to three days per week plus additional time when other accounting staff are off.

What You Will Be Doing

- Supporting the senior Accounts Payable and Accounts Receivable staff
- Data entry and reconciliation
- Assisting with expense claim processing
- Assisting with timesheets, payroll, and expenses for part-time staff
- Assisting with bank deposits
- Performing additional office duties as required and as compatible with the position

What You Will Bring

- Bookkeeping experience in a private business setting
- Basic Microsoft Excel and data entry skills
- An eye for accuracy and error-checking

What We Will Provide

- Competitive wage
- Extended healthcare benefits and long-term disability



- Career growth through mentorship, structured and informal professional development, and peer relationships
- A safe and respectful workplace

Additional Requirements

- Eligibility to work in Canada
- Full vaccination status