



Accounting Clerk - Relocate to Port Hardy, B.C. Full-Time

All Regions

Friday November 14, 2025

\$26 - \$30/ hour (\$24-\$30 an hour)

Company: k'awat'si Economic Development Corporation

Industry: Management/ Administration

How to apply:

<https://ca.indeed.com/job/accounting-clerk-relocate-port-hardy-bc-4e93daad74af8926>

Expiry Date:

Friday, November 28, 2025

Details:

K'awat'si Economic Development is looking for an Accounting Clerk to join our team in Port Hardy, on Northern Vancouver Island. This position is not remote and requires relocation to Port Hardy. Port Hardy is a small coastal community located at the northern tip of Vancouver Island, in British Columbia, Canada. It's known as the "Gateway to the North Island" because it serves as a hub for exploring the island's remote wilderness, marine life, and Indigenous culture. The Accounting Clerk is responsible for preparing and assisting in the recording of financial activities for K'awat'si Economic Development and the associated companies. Post-Secondary education in bookkeeping is preferred, however, individuals who are teachable and looking for a challenge are encouraged to apply. What We Offer: • Career growth and development opportunities • 1 month of covered accommodation for individuals relocating from outside of Northern Vancouver Island • Company events and holiday parties • Benefits after 6 months of employment with the company. • Wellness incentives including a discounted gym membership and free counselling services. • 2 weeks vacation Essential Duties and Responsibilities: • Bank reconciliations • Accounts payable as assigned: Ensure accounts payable invoices are approved and coded and entered into xyntax system, appropriate assignment of POs, verification of entries to supplier statements, preparing aged reports as requested, processing payments as approved, and all related filing • Accounts receivable as assigned: Prepare accounts receivable invoices and information supplied by Managers, emailing to managers for approval and Controller for review. On approval, invoices to be posted to Xyntax and emailed/forwarded to customer. Processing payments for customers on accounts and all related filing. • Importing of property management system data and F&B program data to the Xyntax accounting system: Exporting and saving daily sales for Room Key system and Skywire system. Corresponding payment information extracted and saved from the Shift 4 (Moneris) system. Day reconciled and imported in the Xyntax accounting system for review and posting by the Controller/Accounting Manager. • Other duties and responsibilities as assigned. Application question(s): • Are you willing to relocate to Port Hardy, B.C.?

Qualifications & Experience:

Education and Experience Requirements: • Accounting: 2 years (required) • DCS / DEC (preferred) • Good communication, problem-solving, and teamwork skills. • Diplomacy, tact, and confidentiality in dealing with a variety of people and information. • Completion of Grade 12 • Post-secondary education in bookkeeping preferred. • Demonstrated knowledge of bookkeeping and accounting functions and

requirements preferred • The ability to adapt, undertake multiple tasks and respond to changing priorities is imperative. • Possess computer skills, proficiency in MS Office (Excel, Word) is an asset
