



# Bookkeeper Full-Time

Port Hardy and North Island  
Port Hardy

Thursday November 20, 2025

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\$21 - \$25/ hour (TBD based on experience)

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**Company:** North Island Home Hardware #81

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**Industry:** Retail & Wholesale

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**Remote/Camp Based Job:** No

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**How to apply:**

email: [bookkeeper.nihhbc@gmail.com](mailto:bookkeeper.nihhbc@gmail.com) in person with resume.

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**Attachment:** [Bookkeeper ad November 2025.pdf](#)

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**Expiry Date:**

Thursday, December 04, 2025

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### **Details:**

Duties/Responsibilities:

- Tabulate daily sales and record them according to company policy.
- Maintain current accounts receivable records.
- Pay bills and invoices
- Create and enter Purchase Orders and work closely with the Receiver.
- Take daily transaction reports from the POS system and transfer them into the store's financial records.
- Reconcile bank accounts, prepare financial statements.
- Order office supplies such as forms, letterhead, envelopes, etc.
- Prepare monthly statements.
- Take incoming telephone calls.
- Fill in as a Cashier when necessary.
- Enter verified financial figures into the store's accounting system and records.
- Prepare forms required by local, provincial, or federal governments.
- Telephone suppliers, customers, governmental offices, etc., as necessary.
- Correspond with suppliers, customers, etc.,
- Attend store meetings, training sessions, etc., as arranged by management.
- Make bank deposits
- Maintain professional confidentiality of all store and customer records.
- Work on additional duties and assignments as assigned by management.
- Work in a safe manner in accordance with provincial and federal safety legislation. Report any potential hazards and unsafe behavior to management so to have the situation corrected

Wage: Will be based on Experience

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### **Qualifications & Experience:**

The Bookkeeper is responsible for:

- Maintaining current records on receivables
- Payables, and sales
- Corresponding with customers
- Billing and collecting in-store accounts
- Preparing provincial and federal tax forms
- Performing related duties as may be assigned.

The Bookkeeper must perform all assigned tasks with sufficient speed and accuracy to support a high level of customer service. The bookkeeper will work closely with the Dealer-Owner to maintain the company's financial records. You have the skills to perform the typical bookkeeping tasks with minimal training.

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