



Accounting Assistant Full-Time

Port Hardy and North Island
Port Hardy

Tuesday December 9, 2025

\$26 - \$30/ hour

Company: k'awat'si Economic Development Corporation

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:

<https://ca.indeed.com/job/accounting-assistant-relocate-port-hardy-bc-5da8218dd436ad06>

Expiry Date:

Tuesday, December 23, 2025

Details:

K'awat'si Economic Development Corporation is seeking an Accounting Assistant responsible for managing financial activities and ensuring accurate reporting on construction projects. This role requires a combination of accounting expertise and knowledge of the construction industry to monitor budgets, track expenses, and ensure compliance with financial regulations. This is not a remote position and requires relocation to Port Hardy, located on the northern tip of Vancouver Island, BC. Port Hardy serves as a gateway to natural beauty and cultural heritage. Nestled in a region of breathtaking rainforests, rugged coastlines, and vibrant marine life, the town offers a rich tapestry of community and history. What We Offer:

- 1 month of covered accommodation in a hotel room for individuals relocating from outside of Northern Vancouver Island
- Relocation Assistance.
- Wellness incentives include discounted gym membership and free in-person counselling services.
- Company events and holiday parties
- Career growth and development opportunities
- Benefits after 6 months with the company
- 2 weeks of Vacation

Responsibilities:

- Support the project management team in completing monthly cost and profitability reporting, including monthly accrual entries.
- Prepare project-specific reporting and analysis for internal and external clients.
- Demonstrate an in-depth understanding of contract requirements for billing.
- Develop and maintain client relationships with equivalent peer groups/contacts.
- Coordinate accounts receivable functions, including the timely and accurate submittal of Electronic Daily Billing and invoicing.
- Pursue payment collections from clients and report overdue balances to project management.
- Maintain a working knowledge of hire-ons, terminations, and records of employment, and payroll through the electronic HR system (UKG).
- Ensure daily timesheets for all staff are entered into Procore/UKG.
- Review accounts payable to ensure accurate cost coding and compliance with purchase orders.
- Track subcontractor commitments and process progress payments, ensuring compliance with contractual terms.
- Support equipment and fixed asset cost tracking, entry, and reconciliation.
- Prepare and enter journal entries into the financial ERP system (Sage 100).
- Manage the day-to-day activities and development of the on-site accounting team, as required.

Benefits:

- Casual dress
- Company events
- Dental care
- Discounted or free food
- Paid time off
- Tuition reimbursement

Schedule:

- 8 hour shift
- Monday to Friday

Qualifications & Experience:

Qualifications • 2+ years of related accounting or analysis experience. • The candidate must be a Payroll Compliance Professional from the National Payroll Institute. • Business/Accounting degree or diploma preferred. • Proficiency in MS Word, Excel, Outlook, and financial applications, including ERP software. • Strong analytical skills with attention to detail. • Ability to work independently and collaboratively in a team environment, with strong multi-tasking, prioritization, and deadline management skills. • Commitment to continuous improvement and excellent customer service. • Excellent verbal and written communication skills. • Well-developed interpersonal and organizational skills. • UKG and Procore knowledge is an asset.
