



Bookkeeper Full-Time

Port Hardy and North Island
Port Hardy

Wednesday December 24, 2025

\$21 - \$25/ hour (Depends on experience)

Company: DKF Bookkeeping Services Ltd

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:

Please email resume to danielle@dkfbooks.ca

Expiry Date:

Wednesday, January 07, 2026

Details:

We are growing and looking for a Bookkeeper with strong interpersonal skills, knowledge of bookkeeping and payroll, positive, collaborative and able to work independently. Ability to exercise discretion, tact, good judgment, and a high degree of confidentiality in dealing with client files is required. We are hiring 1 full time in house position and 1 part time in house position. Who we are: DKF Bookkeeping Services Ltd is a community minded, values driven business that believes in delivering high-level service to our clients. We value our employees and clients, maintain strong relationships with them as we assist them in their growth and triumphs. We're growing and looking for a positive Bookkeeper to expand our team! Benefits: • Medical/Dental benefits • Paid time off

Qualifications & Experience:

Qualifications & Experience: • Experience with QBO, Sage • Experience with Microsoft Office • Produce financial statements and projections. • Perform journal entries. • Review the accounting records of a business. • Prepare bank reconciliations and accounting entries. • Reconcile accounts. • 1+years of experience
