

# **Finance Clerk**

## **Full-Time**

Comox Valley  
Courtenay

Wednesday January 7, 2026

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\$31 - \$40/ hour (\$32.16 to \$32.80)

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**Company:** Creative Employment Access Society

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**Industry:** Finance & Banking

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### **How to apply:**

For details on duties, qualifications and how to apply visit: <https://ceas.ca/finance-clerk/> To apply for this position, please email a resume, cover letter and a completed application form. Applications should be addressed to: Terry Knight Finance and Administration Manager Email: [terry@ceas.ca](mailto:terry@ceas.ca)

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**Attachment:** [CEAS - Job Posting - Finance Clerk - COLOR October 2025\\_1.pdf](#)

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### **Expiry Date:**

Wednesday, January 21, 2026

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### **Details:**

Creative Employment Access Society (CEAS) is a non-profit organization supporting job-seekers and employers across the Comox Valley. We are seeking a detail-oriented and team-focused Finance Clerk. Our diverse team values exceptional client service, strong collegial relationships, and a safe, inclusive, and respectful work environment for all. We are seeking a full-time Finance Clerk with excellent bookkeeping skills and strong attention to detail. An understanding of underlying accounting principles is essential. The hours are 8:30 to 4:30 Monday to Friday. The position is 35 hours per week. This is an in-office position at our Courtenay office. All workspaces, washrooms, and public areas are accessible. You will be part of a team in which all duties are shared. Team members rotate through the various tasks and work together in a large shared office. The starting rate of pay is \$32.16 to \$32.80 depending on qualifications and experience. A comprehensive cost-shared benefit plan is provided after 3 months. Ability to speak French would be a bonus, as our WorkBC Centre is designated bilingual. Skill testing will be conducted. Hiring is contingent upon satisfactory completion of security screening and criminal record check. CEAS will reimburse the successful candidate for the cost required to obtain the criminal record check. There is no need to obtain this prior to accepting an offer.

**Duties:**

- Use Sage 50 (Simply Accounting) to process accounts payable
- Assist with the distribution of and accounting for client supports and wage subsidy employer claims
- Communicate with clients and vendors to obtain documentation and clarification for payment of invoices and client financial supports
- Use PayDirt for processing of payroll and reporting
- Reconcile accounts and maintain petty cash
- Complete full cycle monthly accounting and year end preparation for audit
- Provide filing and administrative support to the Finance and Administration Manager
- Work cooperatively with the team and other staff members
- Occasionally provide reception backup

Feel free to request a read receipt. Due to the expected volume of applicants, only short-listed candidates will be contacted. We are accepting application packages until a suitable candidate accepts a job offer. All qualified individuals are encouraged to apply. We want to ensure our staff continues to reflect the diversity in our community. Please inform us if you require accommodations during the hiring process.

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### **Qualifications & Experience:**

**Required Qualifications**

- Formal accounting training
- Minimum two years' experience using all aspects of Simply Accounting
- Minimum two years' experience processing payroll
- Advanced MS Excel skills
- Knowledge of accounting terminology

- Account reconciliation experience
- Ability to perform calculations with percentages and ratios
- Strong communication skills
- Excellent record with meeting deadlines
- Valid driver's license and vehicle (There are occasional in-town trips for banking, obtaining Board signatures, and other errands.)
- Proven ability to attend to details and accurately record numerical information.

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