



Bookkeeper/Office Administrator Part-Time

**Campbell River Region
Campbell River**

Friday January 16, 2026

\$26 - \$30/ hour (\$25-\$45/hr Based on exp.)

Company: CR Signs & Designs

Website: <https://www.crsigns.ca>

Industry: Manufacturing & Utilities

Remote/Camp Based Job: No

How to apply:

email office@crsigns.ca

Expiry Date:

Friday, January 30, 2026

Details:

We are looking for someone who is available 1-2 days a week that can accurately enter & file data: payables, receivables, government remittances and reconciliations. The ability to work independently and follow detailed manuals which define existing procedures is an asset. Remittance and deadline lists exist providing clear direction. We have well laid out and organized files and procedures. Job Perks: • Casual work environment (no dress code) • Stocked lunch area no charge. • Hours, you can define your own schedule; days and time. • Existing staff can do accounting work if you want to take days or holidays off. • All filing is clearly organized.

Qualifications & Experience:

Must have knowledge using Sage 50, Microsoft Excel. Experience with accurate data entry; payables, receivables, government remittances and reconciliations. knowledge of PST regulations, the ability to work independently and follow detailed manuals which define existing procedures. Remittance and deadline lists exist allowing for a stress free work flow. College/University experience is an asset. Mature applicants welcome
