



Accounts Payable & Receivable Clerk Full-Time

Campbell River Region
Campbell River

Tuesday February 3, 2026

\$31 - \$40/ hour (\$28 - \$36 / hour)

Company: 49 North Helicopters

Industry: Transportation

Remote/Camp Based Job: No

How to apply:

email your resume at cover letter to Sheena Ell, Operations Manager, at mail@49northhelicopters.com OR visit our hangar at 2200 Airport Dr, Campbell River, BC between the hours of 10AM and 3 PM

Attachment: [49 North Helicopters - Accounts - Job Posting Feb. 3, 2026.pdf](#)

Expiry Date:

Tuesday, February 17, 2026

Details:

Responsibilities: • Report directly to the Operations Manager. • Manage accounts receivables including invoicing, billing, and collection of funds. • Process accounts payables and outgoing payments to vendors. • Verifying transactions and resolving any discrepancies. • Assist with the month end closing by preparing the necessary journal entries. • Maintain a relationship with vendors and customers, serving as a point of contact for any inquiries • Support general administrative and other financial or bookkeeping duties as required. • Ability to maintain confidentiality and handle sensitive financial information. We offer: • Competitive pay based on experience (\$28 - \$36 / hr) and employee benefits. • Advancement in training and continued development. • Flexible hours and schedule.

Qualifications & Experience:

• Post secondary diploma in accounting, finance, or a related field (preferred). • Two of more years of experience in a similar role. • Strong understanding of basic bookkeeping and accounting principles. • Proficiency in QuickBooks and Excel. • Strong organization and time management skills. • Excellent interpersonal and communication skills. • Completion of a criminal record check.
