



# **Finance Officer**

## **Full-Time**

**Port Hardy and North Island  
Quatsino**

Friday February 6, 2026

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**\$31 - \$40/ hour (\$30-\$35/Hr)**

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**Company:** Quatsino Economic Development Corporation

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**Industry:** Finance & Banking

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### **How to apply:**

Send your cover letter and resume to [hr.manager@quatsinofn.ca](mailto:hr.manager@quatsinofn.ca)

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**Expiry Date:**

Friday, February 20, 2026

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**Details:**

Finance Officer Coal Harbour, BC, CA Requisition ID: 1024 Salary Range: \$30.00 To \$35.00 Hourly Position Summary: The Finance Officer / Bookkeeper is responsible for overseeing the daily financial operations of the organization, as well as carrying out various administrative tasks. This role demands a high degree of confidentiality, meticulous attention to detail, and a strong sense of responsibility to ensure all financial transactions are completed accurately and efficiently. Key duties include managing accounts payable and receivable, generating financial and accounting reports, and preparing and remitting GST and PST returns. The incumbent must maintain and balance multiple accounts and ensure that the organization's financial documentation remains current and comprehensive. Reporting directly to the General Manager, this position plays a vital part in supporting the overall financial health and sustainability of the organization. This is a permanent, in office, full-time opportunity. Key Responsibilities:

- Full-Cycle Bookkeeping / Accounting: Manage and assist in all daily accounting activities, including Accounts Payable (AP), Accounts Receivable (AR), and bank reconciliations for multiple entities.
- Financial Reporting: Prepare, analyze, and review financial statements on a monthly, quarterly, and annual basis for multiple entities.
- Month-End Close: Oversee the completion of month-end and year-end closing processes.
- Payroll Management and Processing: Manage and process payroll, ensuring accurate deductions, Workers' Compensation Board (WCB) filings, and remittances for multiple entities.
- Tax Compliance: Handle GST, PST, and payroll remittance tax filings for multiple entities.
- Cash Management: Manage bank reconciliations and monitor cash flow across multiple entities.
- Internal Controls: Maintain accounting systems and internal controls to ensure the accuracy and integrity of financial records for multiple entities.
- Process Improvement: Streamline workflows and assist with the implementation of accounting software and related systems.
- Software Proficiency: Demonstrate advanced knowledge of QuickBooks Online and ADP payroll, along with intermediate-to-advanced skills in Excel.
- Analytical Skills: Perform complex reconciliations, clean up historical data, and identify discrepancies within multiple entities.
- Submitting Union Dues and

Pension: Submit union dues and pension contributions as required.

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### **Qualifications & Experience:**

Education and Experience: •Diploma in accounting, finance, or a closely related discipline. •At least five years of experience in a finance or accounting position, with an emphasis on payroll, accounts payable, and accounts receivable functions. •Experience with full-cycle accounting, including the preparation of journal entries, account reconciliations, and financial reporting. •Familiarity with public sector accounting practices and Indigenous organizations is considered an asset. •Ability to understand and adhere to the terms of collective bargaining agreements (CBAs) including standardized pay scales, benefits, union dues deductions, and specific reporting requirements. •Proficiency in QuickBooks Online or other accounting software (such as ACCPAC/Sage) spreadsheets, and financial management tools. •Successful completion of a criminal record check.

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