



# Accounting Assistant - Relocate to Port Hardy, BC Full-Time

Port Hardy and North Island  
Port Hardy

Friday March 27, 2026

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\$26 - \$30/ hour (\$27-\$33 an hour)

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**Company:** k'awat'si Economic Development Corporation

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**Industry:** Management/ Administration

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**Remote/Camp Based Job:** No

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**How to apply:**

<https://ca.indeed.com/job/accounting-assistant-relocate-port-hardy-bc-2898aac01a8b2be6>

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**Expiry Date:**

Friday, April 10, 2026

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**Details:**

K'awat'si Economic Development is looking for an Accounting Assistant to join our team in Port Hardy, on Northern Vancouver Island. The Accounting Assistant is responsible for preparing and assisting in the recording of financial activities for K'awat'si Economic Development and the associated companies. Purpose: To record and maintain and assist in the financial activities for the k'awat'si Economic Development LP. Applicants of Gwa'sala and 'Nakwaxda'xw Nation heritage, will be given special consideration. k'awat'si Economic Development LP is favorable to providing professional development opportunities. This is not a remote position and requires relocation to Port Hardy, located on the northern tip of Vancouver Island, BC. Port Hardy serves as a gateway to natural beauty and cultural heritage. Nestled in a region of breathtaking rainforests, rugged coastlines, and vibrant marine life, the town offers a rich tapestry of community and history. What We Offer: •Career growth and development opportunities •1 month of covered accommodation for individuals relocating from outside of Northern Vancouver Island •Company events and holiday parties •Benefits after 6 months of employment with the company. •Wellness incentives, including a discounted gym membership and free counselling services. •2 weeks' vacation. Essential Duties and Responsibilities: •Maintains and balances various accounts using computerized bookkeeping systems. •Posts journal entries and reconciles accounts. •Manages Accounts Receivable. •Manages Accounts Payable. •Provides backup support for the Controller/Accounting Manager, as required. •Provides backup support for payroll processes. •Job duties are not limited to the above and may encompass all facets of the accounting cycle, including month-end and year-

end processes. Job Types: Full-time, Permanent Pay: \$27.00-\$33.00 per hour  
Benefits: •Company events •Dental care •Extended health care •Tuition  
reimbursement •Vision care •Wellness program Application question(s): •How  
many years of experience do you have? •Are you willing to relocate to Port Hardy,  
BC

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### **Qualifications & Experience:**

Education: •Bachelor's Degree (preferred) Education and/or Work Experience  
Requirements: •Post-secondary education in Accounting or a related field, or an  
equivalent combination of education and relevant experience. •Demonstrated  
knowledge of bookkeeping and accounting functions and requirements. •Strong  
communication, problem-solving, and teamwork skills. •Ability to adapt, manage  
multiple tasks, and respond to changing priorities. •Proficient computer skills with  
Microsoft Office (Excel and Word). •Ability to maintain diplomacy, tact, and  
confidentiality when dealing with a variety of people and sensitive information.  
•Must be able to obtain a satisfactory criminal record clearance. •Experience using  
the Xyntax accounting program is considered an asset. •general accounting: 2  
years (preferred) •bookkeeping: 1 year (preferred) Physical Requirements: •Ability  
to lift and carry up to 50 lbs. •Ability to communicate clearly over the telephone,  
including talking, listening, and speaking effectively.

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