



# Bookkeeper / Accounting Administrator Part-Time

Campbell River Region  
Campbell River

Tuesday June 9, 2026

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\$26 - \$30/ hour (\$30/h)

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**Company:** Gathering Place Trading Ltd.

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**Website:** <https://gatheringplacetrading.com/>

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**Industry:** Management/ Administration

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**Remote/Camp Based Job:** No

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**How to apply:**

Please submit your cover letter and resume to gm@gatheringplacetrading.com

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**Attachment:** [Bookkeeper.pdf](#)

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**Expiry Date:**

Tuesday, June 23, 2026

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**Details:**

At Gathering Place, we are passionate about thoughtfully sourced organic spices, herbs, teas, and sea salts. We work closely with trusted partners around the world while carefully hand packing our products on Vancouver Island, BC. As we continue to grow, we are seeking a reliable and detail-oriented Bookkeeper / Accounting Administrator to support our day-to-day accounting operations. This position is responsible for maintaining accurate financial records, processing accounts receivable and accounts payable transactions, performing reconciliations, and assisting with monthly and annual financial reporting. The successful candidate will have a solid understanding of double-entry bookkeeping and be comfortable working independently in a small business environment. Experience with AccountEdge is an asset, but we are willing to train a motivated candidate with strong bookkeeping fundamentals.

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**Qualifications & Experience:**

Required • Working knowledge of double-entry bookkeeping principles. • Minimum 2 years of bookkeeping or accounting administration experience. • Strong attention to detail and accuracy. • Proficiency with computerized accounting systems. • Intermediate Microsoft Excel skills. • Strong organizational and time-management skills. • Ability to maintain confidentiality and handle sensitive

financial information. Preferred:

- Experience using AccountEdge accounting software.
- Experience in a manufacturing, food processing, inventory-based, or small business environment.
- Bookkeeping, accounting, or business administration education or certification.

Personal Attributes:

- Dependable and self-motivated.
- Comfortable working independently.
- Strong problem-solving and analytical skills.
- Accurate, thorough and systematic.
- Willingness to learn and be trained on company-specific systems and procedures.

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