NIEFS
NORTH ISLAND EMPLOYMENT

Office Administrator / Finance Assistant
Full-Time

Campbell River Region
Campbell River

Tuesday November 10, 2026

$26 - $30/ hour ($25 - $30)

Company: Pacificus Biological Services

Website: https://www.pacificus.ca/

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:

Please send resume, cover letter and references (Attn: Jennifer Russell) by email to hiring@pacificus.ca or through the website at www.pacificus.ca Closing date: November 18, 2026

Expiry Date:

Tuesday, November 24, 2026

Details:

The Office Administrator/Finance Assistant position will report to the Finance and General Managers and can be set up as either a full-time or part-time position for the right individual. Responsibilities • Bookkeeping and payroll support • Finance support – accounts receivable, accounts payable, and reconciliations • Filing and document management • General reception • Project tracking • Equipment and office inventory • Travel bookings • Facility management Why Choose Pacificus Pacificus is a well-established and innovative environmental consulting company with an array of registered professional biologists, biologists, and technologists on our team that conduct assessments, provide recommendations, and assist clients through their development and research projects across Vancouver Island and throughout Coastal BC. With a head office in Port Hardy and second office in Campbell River, staff work collaboratively to provide our professional services and expertise in freshwater and marine coastal ecosystems to a variety of clients. What's In It For You • Opportunities for professional growth and training • Cell phone allowance • Comprehensive benefit plan • Annual company retreat • Salary range $25 - $30/hour depending on experience

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Qualifications & Experience:

• Hands on knowledge of Sage Accounting system or similar software • Familiarity with CaseWare accounting software and Dayforce Powerpay payroll an asset •

Proficiency with Microsoft Office • Strong organizational, verbal, and written communication abilities • Attention to detail • Strong ability to multi-task in busy office environment • 1-2 years previous experience • Excellent client service, problem solving, and teamwork skills • Valid drivers license

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