NIEFS
NORTH ISLAND EMPLOYMENT

Accounting Assistant Seasonal

Other
Other

Thursday November 12, 2026

$26 - $30/ hour

Company: Walcan Seafood Ltd

Website: http://www.walcan.com

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

To apply please email apply-admin@walcan.com your resume with a cover letter outlining what interests you about this position. Applicants not currently residing within commuting distance will not be considered at this time.

Expiry Date:

Thursday, November 26, 2026

Details:

The Opportunity: Our well-established accounting team is seeking to add a member to our fun and collaborative team. This role is currently temporary as we move into a busy year-end season but for the right person there may be a permanent opportunity. We are a busy accounting department serving a dynamic, successful seafood processing and sales company. Our processing facility and accounting office is located on the waterfront on Quadra Island with beautiful ocean views from the office. Transportation from the ferry to the office is provided. The ideal candidate will be an optimistic, self-motivated, team player who possesses strong analytical intuition, solid practical experience in Excel, and a foundation of operational related accounting/bookkeeping experience. Key Responsibilities could change as needs arise but could include any accounting functions, such as: •Primary task will be accounts payable data entry/filing, sort incoming AP emails •Accounts receivable invoicing, support documentation collation, customer communications •Production and inventory data entry, tracking, and reporting for multiple storage locations •Assist with bi-weekly hourly payroll for 80-150 employees •Balance Sheet, bank, and credit card reconciliations •Prepare journal entries for upload •Coordinate with production and sales departments for information as needed •Reception and switchboard support •Support to the Senior Accountant

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Qualifications & Experience:

Required Competencies: •Demonstrated proficiency with Microsoft Excel at an intermediate level utilizing pivot tables and formulas to filter, sort, lookup and manipulate data •Proficiency organizing high volumes of email in Outlook and digital paperless filing system. •High level of attention to detail and accuracy •Strong analytical intuition, problem solving, and critical thinking skills •Self motivated with the ability to prioritize and manage multiple tasks and deadlines •Ability to take direction, as well as to effectively work independently •Take personal responsibility for the quality and timeliness of work •Available to work occasional overtime when necessary Required Education and Experience: •2+ years of operational bookkeeping experience is required, including AP data entry •Previous payroll processing experience would be highly beneficial •Some post-secondary education in accounting fundamentals is preferred

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