NIEFS
NORTH ISLAND EMPLOYMENT

Accounting Clerk
Full-Time

Campbell River Region
Campbell River

Monday November 16, 2026

$21 - $25/ hour ($21.92 to $27.40 per hour*)

Company: Broadstreet Properties Ltd

Website: https://www.broadstreet.ca/careers

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:

Please apply directly at: https://www.broadstreet.ca/careers/accounting-clerk-campbell-river18

Expiry Date:

Monday, November 30, 2026

Details:

Are you the kind of person who loves to tackle a stack of work, while ensuring 100% accuracy? Do you have a knack for numbers and the ability to help others understand them? If so, we are looking for an Accounting Clerk who has an inquisitive mind and enjoys being part of a team. Apply today and we could be welcoming you to the start of your new chapter! This role works with the family office team who support the assets and daily management of the ownerships personal finances. This part-time role can provide flexibility. Your contribution to the team includes: • Reconciling bank accounts daily, identifying discrepancies and determining the reason, notifying relevant parties of any unresolved issues, making related journal entries as needed • Using computer systems to run databases, extracting transaction details, and creating reports • Calculating, preparing and issuing documents related to GL accounts such as invoices, inventory reports, account statements and other financial statements • Codes, totals, batches, enters, verifies and reconciles transactions such as accounts payable and receivable, payroll, purchase orders, invoices, cheque requisitions, and bank statements • Responding to internal and external information requests, maintaining good employee relations and solving problems • Performing related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying The perks: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive wages starting from $21.92 to $27.40 per hour*, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company’s benefits program covering: • Employer paid extended health, vision, and dental coverage

(including family) • Employee and Family Assistance Program • Yearly health and wellness benefit • RPP eligibility after one year • Employee recognition program • In-house professional development opportunities

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Qualifications & Experience:

What you need to be successful: • Post-secondary education in accounting or finance • Minimum 1 year working experience in accounting • Strong working skills in MS Office Suite, with advanced skills in Excel • Ability to quickly adapt to and learn new software

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