



S. McInnes & Associates Ltd.
Chartered Professional Accountant

522 South Dogwood Street, Suite 1
Campbell River, BC V9W 6R4

Immediate Opening for an Accounting Technician/Bookkeeper

susan@mcinnescpa.ca, S. McInnes & Associates Ltd.

We have an immediate opening for an Accounting Technician/Bookkeeper. Our customers are fast-growing medium-sized businesses in a variety of industries.

Our ideal candidate is willing to learn and grow with the company and willing to work as a team player in our public practice firm.

Job Profile:

- Full-cycle bookkeeping
- Bank and credit card reconciliations
- Government returns including GST/HST and WCB
- Payroll
- Maintain A/R and A/P ledgers
- Capital asset amortization schedule preparation
- Prepare financial statements and quarterly accounting reports
- Review and fully understand general ledger
- Tax returns both personal and corporate

Skills Profile:

- Minimum of 4-5 years of experience in full-cycle accounting
- Proficient in Sage50 accounting and/or QuickBooks
- Proficient in MS Office applications (Excel, Word, Outlook)
- Certified Professional Bookkeeper (CPB) designation an asset
- Able/willing to troubleshoot issues in a file and proactively seek out information required to see tasks through to completion
- Excellent time management skills, able to consistently meet deadlines

Compensation:

- Competitive salary to be determined based upon experience
- Flexible works hours
- Health benefit package

Apply To:

Please submit your resume and cover letter in Microsoft Word or PDF format to:
susan@mcinnescpa.ca.

We thank all applicants for their interest, but only those chosen for an interview will be contacted. No calls, please.