

Job posting date: February 3, 2026

49 North Helicopters is seeking an experienced accounting or bookkeeping professional to join our team as an Accounts Payable and Receivable Clerk.

Working closely with the Operations Manager and Administrative Assistants, this role will oversee daily financial activities including paying suppliers, billing and invoicing customers, and reconciling daily transactions.

49 North Helicopters is a growing company with over 20 employees and three bases of operation in British Columbia. This position offers strong opportunities for growth in a dynamic and supportive environment. This role is ideal for a detail oriented, organized professional looking to build a long-term career with a growing aviation company.

Responsibilities:

- Report directly to the Operations Manager.
- Manage accounts receivables including invoicing, billing, and collection of funds.
- Process accounts payables and outgoing payments to vendors.
- Verify transactions and resolving any discrepancies.
- Assist with the month end closing by preparing the necessary journal entries.
- Maintain a relationship with vendors and customers, serving as a point of contact for any inquiries
- Support general administrative and other financial or bookkeeping duties as required.
- Ability to maintain confidentiality and handle sensitive financial information.

Requirements and qualifications:

- Post secondary diploma in accounting, finance, or a related field (preferred).
- Two of more years of experience in a similar role.
- Strong understanding of basic bookkeeping and accounting principles.
- Proficiency in QuickBooks and Excel.
- Strong organization and time management skills.
- Excellent interpersonal and communication skills.
- Completion of a criminal record check.

We offer:

- Competitive pay based on experience (**\$28 - \$36 / hr**) and employee benefits.
- Advancement in training and continued development.
- Flexible hours and schedule.

Contact:

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