

**Accounting Technician / Bookkeeper****Location:** Campbell River, BC**Employment Type:** Full-time, Permanent**Salary Range:** \$50,000 to \$75,000 per year**Opportunity**

Chan-Lafrance Stewart Inc. is seeking a highly organized and detail-oriented Accounting Technician / Bookkeeper to join our team. This is a full-time, permanent role within a supportive, collaborative firm that values quality work, trust, and long-term relationships – both with clients and with one another.

This role is ideal for someone who enjoys working with people, takes pride in accuracy and organization, and thrives in a fast-paced, well-structured environment. If you like being trusted, relied upon, and recognized for the value you bring, you will feel at home here.

About Us

Chan-Lafrance Stewart Inc. (Erica Chan-Lafrance and Karen Stewart) is a locally owned accounting firm serving businesses and individuals in Campbell River, the Comox Valley, and beyond. Our services include assurance and compilation engagements, personal and corporate tax compliance and planning, bookkeeping and payroll, and a range of advisory services.

Our team of 14 dedicated professionals is committed to a people-first, highly personalized approach, both for our clients and for one another. We believe empowered, supported employees deliver exceptional client outcomes, which is why we place strong emphasis on fostering a positive, flexible, and collaborative workplace.

Role Overview & Key Responsibilities

The successful candidate will bring strong organizational and communication skills, a professional and client-focused approach, and the ability to manage multiple priorities while maintaining exceptional accuracy and attention to detail.

Key responsibilities may include:

- Full-cycle bookkeeping for clients across a variety of industries
- Posting and managing accounts receivable and accounts payable transactions
- Reconciling accounts, including bank, AR, and AP
- Payroll processing and related source deductions
- Preparing and filing sales tax and related returns (GST, PST, WCB)
- Maintaining complete, accurate, and well-organized financial records
- Managing documents, files, and deadlines for multiple clients concurrently
- Communicating professionally and effectively with clients and internal team members
- Supporting year-end processes and responding to external accountant requests

Qualifications & Experience

- 3-5 years of practical bookkeeping or accounting technician experience is an asset
- Strong working knowledge of Sage 50 and QBO
- Experience with CaseWare and Tax Prep is an asset
- Solid understanding of Canadian payroll, GST/PST, and WCB requirements
- Proven ability to manage multiple clients and deadlines
- High attention to detail and accuracy
- Strong communication, organizational and time management skills
- Ability to work independently and as part of a team
- Strong computer skills, including proficiency in Excel.

Compensation & Benefits

We believe our people are our most important asset and are committed to compensating our team fairly and thoughtfully. We offer a competitive base salary, commensurate with experience, ranging from \$50,000 to \$75,000, along with opportunities for performance and referral bonuses.

Additional benefits and perks include:

- Flexible work environment built on trust and autonomy
- Flex days
- “Dress for your day” casual office dress code
- Optional compressed work weeks (October–December)
- Office closure for one week over Christmas
- Low-interest loans for first-time home buyers
- Extended medical and dental benefits
- Supplemental eyecare benefit (\$500 every two years)
- RRSP matching program
- Maternity/paternity leave top-up (20 weeks for women; 15 weeks for men)
- Wellness and mental health allowances
- Continuing education opportunities aligned with your interests

How to Apply

If this sounds like a good fit, we would love to hear from you. Please submit your resume and cover letter in confidence to Sarah Samson at sarah@chanlafrancestewart.ca.