

## Accounting Technician

### About the Job

Earn competitive pay with flexible hours at Chase Sekulich Inc., a respected firm of Chartered Professional Accountants in beautiful Campbell River, BC. Located on the east coast of Vancouver Island, Campbell River is a great place to raise a family and is in a region that boasts a seemingly endless amount of activities for outdoor and marine enthusiasts.

### Responsibilities

- Bookkeeping, including preparing account summaries and reconciliations, payroll and GST calculations and reporting, etc.
- Preparation of compilation engagements in Caseware, including adjusting entries, supporting working papers and financial statements
- Preparation of corporate and personal income tax returns in Profile
- Written and oral communication with clients, colleagues, government agencies and other third parties
- Managing and ensuring client deadlines are met
- Other duties as requested

### Requirements

- Education – post secondary education in accounting is preferred
- Strong bookkeeping skills
- Previous experience with tax preparation software and Caseware is preferred
- Proficiency with MS Office
- Strong attention to detail
- Self-motivated with the ability to prioritize and manage multiple tasks and deadlines
- Excellent interpersonal and communication skills and ability to work in a team environment
- Available to work overtime when necessary

### About Chase Sekulich Inc.

As Chartered Professional Accountants we pride ourselves on providing personalized services for businesses and individuals in Campbell River. From accounting and income tax services to retirement and estate planning, we tailor our services to meet the needs of each client.

We are known for the great care we take with clients and employees alike. This is evidenced by our client and employee retention history. Many of our clients have been with us since our firm was established over 30 years ago. In addition, most of our employees have been with us for over 10 years.

Our office is centrally located in the downtown core of Campbell River which represents an average commute time of 10-15 minutes from anywhere in the city. A short commute, combined with flexible hours and plenty of recreational activities in the area provides the opportunity for an exceptional work-life balance. Come and grow with us!

### Application information

Salary is competitive and commensurate with experience and qualifications.

The successful candidate will be a person who is interested in a permanent position to replace a dedicated and valued employee who is retiring. Accordingly the posting may be open for several weeks in an effort to ensure we find the right candidate.

Please apply via email to [ssekulich@chasesekulich.com](mailto:ssekulich@chasesekulich.com). All applications will be held in confidence. Only those selected for an interview will be contacted.