

Administrative Assistant

About us:

We are a professional accounting firm providing reliable accounting, tax, bookkeeping, and advisory services to individuals, owner-managed businesses, and organizations. Our team is looking for a dependable and detail-oriented Administrative Assistant to help keep daily office operations organized, efficient, and client-focused.

The role:

We are looking for a permanent, full time administrative assistant to come join our team at ascentia CPA, working out of our Port Hardy office from 9:00am – 5:00 pm, Monday to Friday.

Your role will entail of the following duties:

- Answer phones, greet clients, respond to emails, and manage incoming and outgoing correspondence.
- Schedule appointments, coordinate meetings, and support calendar management for partners and staff.
- Prepare, proofread, scan, file, and organize client and firm documents in digital and paper formats.
- Assist with client onboarding, maintaining accurate records, and updating contact information.
- Support invoicing, accounts receivable follow-up, and payment processing.
- Assist staff with CRA correspondence, document requests, and client information gathering.
- Maintain office supplies, coordinate couriers, and support general office organization.
- Handle confidential client and firm information with professionalism and discretion.
- Provide additional administrative support during tax season and other peak periods.

Skills and experience:

- Previous administrative, reception, or office experience, preferably in an accounting, bookkeeping, legal, financial, or professional services environment.
- Strong verbal and written communication skills in a professional and friendly manner.
- Excellent organization, time management, and attention to detail.
- Ability to prioritize tasks, meet deadlines, and work effectively during busy periods.
- Proficiency with Microsoft Outlook, Word, and Excel; experience with accounting software is an asset.
- Comfort handling confidential information and exercising sound judgment.
- Ability to work independently and collaboratively as part of a small team.
- Post-secondary education in office administration, business administration, accounting, or a related field is an asset.

Salary:

- \$21-\$22.50 per Hour

If you think you're the right fit for this role and our firm, please send your resume and cover letter to info@ascentiacpa.ca. We thank all applicants for their interest; however, only qualified candidates will be contacted.