



PACIFICUS

BIOLOGICAL SERVICES LTD

Administrative/Finance Assistant

Pacificus Biological Services Ltd., a leading coastal biological consulting company, is seeking a full-time Administrative / Finance Assistant in our head office in Port Hardy.

Pacificus is a dynamic environmental consulting company that has a team approach to conducting our client services. We have registered professional biologists, biologists, technologists, and commercial divers on our team that conduct assessments, provide recommendations, and assist clients through their development and research projects. We are looking for an experienced person to assist in both the finance and administrative departments. The ideal candidate would have bookkeeping experience as well as an interest in reception, records maintenance, and general office duties.

Reporting to the Finance Manager the Administrative/Finance Assistant will be responsible for the following duties:

- Bookkeeping and payroll support
- Finance support – accounts receivable, accounts payable, account reconciliations, bank deposits, client liaison
- Filing and electronic document management
- General reception
- Inventory tracking and ordering supplies

Experience required:

- Hands on knowledge of Sage Accounting system
- Proficiency with Microsoft Office
- Superb verbal and written communication abilities
- Attention to detail
- Strong ability to multi-task in busy office environment
- 1 - 2 years previous experience
- Familiarity with CaseWare accounting software an asset

Successful candidate must have a valid drivers license.

Salary commensurate with experience, benefit package included.

Please submit cover letter and resume to hire@pacificus.ca (Attn: Jennifer Russell).

Closing Date: Friday May 27, 2022

