



OAKLEY & COMPANY^{LTD}

PUBLIC ACCOUNTANT

90-D Westgate Road • Campbell River • BC • V9W 1R2 • Phone 250-923-2578 • Fax 250-923-2570

FULL TIME BOOKKEEPER/ACCOUNTING TECH

E. Oakley & Company Ltd. Is a progressive Public Accounting Firm in Campbell River, B.C. providing a full range of accounting and tax services. We are looking to add an enthusiastic and reliable member to our accounting and tax team. This position will appeal to a self-motivated and driven individual who is looking for both a challenging and rewarding career in bookkeeping with potential for advancement.

Duties will include:

- Full cycle bookkeeping for current and new clients
- Government Remittances including GST, PST and WCB
- Payroll
- Preparation and review of Personal Income Tax Returns

Skills and experience required:

- Minimum of 2 years experience in bookkeeping or an equivalent of education and experience
- Experience with Sage 50 Accounting and Quick books
- Computer and Technology proficiency
- Well-versed in Microsoft Word, Excel and Outlook Express
- Strong Interpersonal and communication skills
- Excellent written correspondence
- Organized and detail oriented
- Excellent time management skills
- Able to multi-task and produce results under pressure

Benefits: The successful candidate will have the opportunity to receive Incentive bonus arrangement

How to apply to this job: Applications may be submitted to this posting and should include a cover letter and resume. Please clearly indicate your bookkeeping experience and the software you are familiar with in your application.