

Bookkeeper/Administrative Assistant

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. We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should have bookkeeping experience and also be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and generally being a helpful and positive presence in the workplace.

Responsibilities

- Bookkeeping, including preparing account summaries and reconciliations, payroll and GST calculations and reporting, etc.
- Managing and ensuring client deadlines are met
- Answering and directing phone calls and greeting and assisting visitors.
- Maintain polite and professional written and oral communication with clients, colleagues, government agencies and other third parties.
- Handling a variety of office tasks, such as filing, generating reports, setting up for meetings, and collecting payments from clients.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Other duties as requested.

Requirements

- Proven experience as a bookkeeper.
- Post-secondary education in bookkeeping/accounting is preferred.
- Previous experience with accounting software (Sage, QuickBooks, Caseware, etc.).
- Excellent computer skills, especially with MS Office.
- Strong attention to detail and problem solving skills.
- 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.
- Desire to be proactive and create a positive experience for others.
- 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 both our client and employee retention history. Many of our clients have been with us since our firm was established over 40 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 full-time position. 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. All applications will be held in confidence. Only those selected for an interview will be contacted.