



Accounting Administration Assistant

Job Overview

We are seeking a detail-oriented and organized Accounting Administrative Assistant to join our team. This role will support our accounting department by performing essential administrative and accounting tasks to ensure smooth operations. The ideal candidate is proficient in data entry, record keeping, and computer operations, with strong skills in Microsoft Office and Sage 50. The hourly wage will reflect the candidate's experience level.

Key Responsibilities

- Accounts Receivable (A/R) Invoice Entry: Accurately input and process A/R invoices to ensure timely and correct billing.
- Data Entry and Record Keeping: Maintain accurate financial records, input data into accounting systems, and ensure proper documentation.
- Computer Operations: Utilize accounting software and tools to manage financial data efficiently.
- Phone Support: Answer incoming calls, address inquiries, and provide professional customer service.
- Administrative Support: Assist with general office tasks as needed to support the accounting team.

Required Skills and Qualifications

- Proficiency in Microsoft Office (Word, Outlook, Excel), with strong Excel skills for data management and reporting.
- Proficient with Sage 50 accounting software for managing financial transactions and records.
- Excellent attention to detail and organizational skills.
- Strong communication skills for phone interactions and team collaboration.
- Ability to multitask and prioritize in a fast-paced environment.
- Previous experience in accounting or administrative roles is preferred.



Job Type: Full-time

Pay: \$30.00-\$33.00 per hour

Expected hours: 35 – 40 per week

Additional pay:

- Bonus pay
- Overtime pay

Benefits:

- Casual dress
- Company events
- Dental care
- Extended health care
- Life insurance
- On-site parking
- Vision care

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- No weekends

Ability to commute/relocate:

- Nanaimo, BC: reliably commute or plan to relocate before starting work (required)

Application question(s):

- If you were hired, how soon after could you start?

**Education:**

- Secondary School (required)

Experience:

- Bookkeeping: 3 years (required)

Language:

- English (required)

Work Location: In person

Application deadline: 2025-07-08

Expected start date: 2025-07-28