

## **Bookkeeper**

Canet and Co. Accounting Inc., growing public practice firm in Port Alberni, BC is seeking an individual to fulfill the full-time role of Bookkeeper.

### **Responsibilities**

- Bookkeeping, tax, and payroll engagements
- Complete bank and other account reconciliations
- Prepare GST, PST and payroll reports including source deductions and year end slips (T4, T5 etc)
- Maintain positive relationships with clients and prepare ad-hoc reports as required
- Assist in relief reception and administrative duties as required

### **Employment Requirements**

- 2 years related experience is preferable – a combination of education and experience will be considered
- Proficient in Microsoft Office, with a minimum of intermediate experience in Excel
- Experience in accounting software including: Sage (50 and 300), Quickbooks, Caseware, Profile and Adagio

Canet is a small yet well-established CPA firm with a fun, family-oriented atmosphere. We offer a competitive salary and benefits package, based on your experience, with unlimited opportunity for growth and variety. Professional and personal growth is encouraged with a true emphasis on work-life balance (except in March thru June – there is no balance in those months, just work).

Qualified candidates are encouraged to send their resumes and cover letters to:

[hr@canetandco.ca](mailto:hr@canetandco.ca)

Or

Canet and Co. Accounting Inc.  
4715 Gertrude Street,  
Port Alberni, BC, V9Y 6K4

We thank all those who apply.