

Payroll/Administrative Clerk

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

Responsibilities

- Assist in front end procedures – answer and direct phone calls, greet clients
- Process a range of payrolls based on our clients' needs
- Stay up to date on changing payroll regulations
- Proficiently create reports based on clients needs
- Ensure deadlines are met such as Source Deductions and WCB
- Generate T4's and other necessary year-end tasks
- Small business bookkeeping a required
- Handle confidential material in a safe, professional manner

Qualifications

- Detail oriented and organized to provide accurate and timely work
- Ability to work independently but most importantly in a team atmosphere
- Proficient in Microsoft Office and Accounting Programs: Sage 50, Quickbooks, Caseware, and ProFile

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

hr@canetandco.ca

Or

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

We thank all those who apply.