



TIIČMA MANAGEMENT SERVICES
1250C IRONWOOD ROAD
CAMPBELL RIVER BC V9W 6H5
250-287-2775

Businesses with heart

Job Title: Bookkeeper

Location: Campbell River, BC

Reports To: Finance Manager

Employment Type: Full Time

Wages and Benefits: \$25 to \$30 Per Hour w/Benefits and Pension after probationary period

Closing Date: Open Until Filled

Position Summary

The Bookkeeper is responsible for providing day-to-day financial and accounting support to ensure accurate and timely processing of financial transactions. This role supports all the businesses of Tiičma Enterprises.

Key Responsibilities

- Process accounts payable and receivable, ensuring accuracy and timeliness.
- Prepare and post journal entries and maintain general ledger accounts.
- Assist with monthly bank reconciliations and financial statement preparation.
- Reconcile vendor statements and resolve discrepancies.
- Assist with payroll processing and related remittances as required.
- Support year-end processes, including audit preparation.
- Assist with budgeting and forecasting support as directed.
- Participate in the ongoing improvement of financial processes and internal controls.
- Participate in benefits/pension administration processing.
- Other duties as assigned.

Qualifications

- Diploma or certificate in Accounting, Finance, or a related field.
- Experience in QuickBooks Online and Microsoft 365 an asset.
- Experience working in Indigenous communities or with Indigenous organizations is an asset.
- Ability to work independently and collaboratively within a team environment.
- Excellent organizational, communication, and time management skills.
- Knowledge of financial regulations and reporting standards.
- Keen attention to detail and ability to manage multiple tasks.
- Preference will be given for a qualified Indigenous candidate.



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Company Overview

Tiičma Management Services is a Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations management company with the head office based in Campbell River. Tiičma Management Services is an Indigenous organization providing high-quality administrative, property, and financial management solutions. Tiičma Management Services provides high-quality administrative services to a diverse suite of companies in Fisheries, Forestry, Hospitality and Property Services. We are firmly committed to community empowerment and economic sustainability. Grounded in cultural values and guided by integrity, accountability, and collaboration principles, we support Nations, organizations, and enterprises in building resilient systems and thriving futures.

Why Join Tiičma Management Services?

- Be part of a team that values collaboration, cultural respect, and community impact.
- Opportunities for professional growth and development.
- Meaningful work contributing to economic sustainability in Indigenous communities.

To Apply

Email cover letter & resume to: Tina McLean, Administrative Operations Manager at tinam@tiicma.com or drop off at 1250D Ironwood Street, Campbell River.