Finance Technician

NKPG Services Ltd.

Job ID
50976

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LOCATION	DATE POSTED	EXPIRY DATE
202-4400 Chatterton Way, Victoria, BC | British Columbia	05-08-2026	01-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $38.50	1 year to less than 2 years	College/CEGEP

Job Details

Business Name: NKPG Services Ltd.

Title: Finance Technician

Number of Available Positions: 1

Hourly Wage: $38.50 per hour

Terms of employment: Permanent, Full-Time (30-40 hours/week)

Language of work: English

Benefits: Disability Insurance, Dental Insurance, and Extended Medical Insurance

Work Location: Victoria, BC

Company Profile:

NKPG Services Ltd. is a BC-based chartered professional accounting firm established in 2011. The firm provides professional accounting services to owner-managed businesses, including audits, reviews, compilations, bookkeeping, corporate, personal and trust tax compliance, reorganizations, estate planning, and related advisory services.

Job Description:

Our accounting firm is seeking a full-time Finance Technician to support day-to-day accounting and financial administration activities and assist in maintaining accurate and organized financial records. The successful candidate should be organized, detail-oriented, and able to work accurately in a fast-paced environment while providing professional support to clients and the accounting team.

Job Description

Key Duties and Responsibilities:

• Record and maintain accurate financial information for client accounts using computerized accounting and bookkeeping systems.

• Enter journal transactions and review postings to ensure financial information is recorded correctly.

• Perform reconciliations for bank accounts, credit cards, accounts payable, accounts receivable, and general ledger balances.

• Maintain general ledger records, prepare trial balances, and compile supporting information for financial statements and accounting reports.

• Calculate and process payments related to payroll, utilities, taxes, supplier invoices, and other business expenses.

• Complete and file required payroll, tax, Workers' Compensation, pension, and other government remittance documentation.
• Process accounts payable and accounts receivable transactions, including invoices, receipts, payments, and client billing records.
• Assist with payroll processing, including timesheet review, payroll calculations, deductions, and records management.
• Prepare monthly, quarterly, and year-end financial summaries and supporting schedules for review by accountants or management.
• Verify the accuracy of financial transactions, accounting entries, and supporting documentation.
• Assist with GST/PST filings, payroll source deductions, and other statutory reporting requirements.
• Communicate with clients to request missing documents, clarify accounting information, and support bookkeeping requirements.
• Maintain organized electronic and paper financial records in accordance with company procedures and confidentiality standards.
• Use accounting software such as QuickBooks, Sage, Xero, Excel, or similar programs to process and maintain client records.
• Support accountants and senior staff with year-end preparation, client files, reconciliations, and financial documentation.

Position Requirements:
• Completion of a college diploma in accounting, finance, commerce, business administration, or a related field.
• At least 1 year of related experience in accounting, bookkeeping, financial administration, or financial operations involving financial records, reconciliations, reporting, or similar functions.
• Experience using accounting or financial software such as Sage 50, QuickBooks, or similar systems.
• Proficiency in Microsoft Office, particularly Excel.
• Strong organizational skills and ability to manage multiple client files and deadlines.
• Ability to maintain confidentiality and handle sensitive client and financial information professionally.

Your Skills:
• Strong numeracy and attention to detail
• Proficiency with accounting software and digital tools
• Strong organizational and time management skills
• Accuracy and attention to financial information
• Strong written and verbal communication skills
• Professional client service skills
• Ability to maintain confidentiality and handle sensitive financial information

Contact information/how to apply:
Email resume to: nkpgservicesjobs@outlook.com

As an equal opportunity employer, we encourage applications from all qualified individuals and specifically applicants from traditionally underrepresented groups – including Indigenous persons, vulnerable youth, newcomers, and persons with disabilities – who may contribute to the continued diversification of our organization.

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