

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 \$37.50	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Business Name: NKPG Services Ltd.

Title: Finance Technician

Number of Available Positions: 1

Hourly Wage: \$37.50 per hour

Terms of employment: Permanent, Full-Time (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.

Our accounting firm is seeking a full-time Finance Technician to support bookkeeping, payroll, government reporting and remittances, bank and account reconciliations, accounts payable, client file preparation, tax slips, tax return support, working papers, and WCB preparation.

The successful candidate must have strong communication and client service skills, the ability to multi-task with accuracy in a fast-paced environment, and related experience in accounting, finance, bookkeeping, payroll, financial administration, or client financial documentation.

Job Description

Job Description and Responsibilities:

- Maintain financial records and establish, maintain, and balance various accounts using manual and computerized bookkeeping systems.
- Post journal entries and ensure financial transactions are properly recorded.
- Reconcile bank accounts, credit card statements, accounts payable, accounts receivable, and general ledger accounts.

- Prepare trial balances, maintain general ledgers, and assist with the preparation of financial statements and reports.
- Calculate and prepare payments for payroll, utilities, taxes, supplier invoices, and other business expenses.
- Prepare and submit tax remittance forms, payroll remittance forms, Workers' Compensation forms, pension contribution forms, and other government documents as required.
- 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 is required.
- At least 1 year of related experience in accounting, bookkeeping, finance, payroll, financial administration, banking, financial services, or client financial documentation is required.
- Experience with accounting or financial software such as Sage 50, QuickBooks, or similar systems is required.
- Strong Microsoft Office skills, especially Excel, are required.
- Good 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
- Proficient in accounting software and digital tools
- Effective time management and organization
- Accurate financial recordkeeping and reporting
- Strong written and verbal communication
- Strong communication and client service skills

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.