Bookkeeper

Point Hope Maritime Ltd.

Job ID
52054

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LOCATION	DATE POSTED	EXPIRY DATE
345 Harbour Rd, Victoria, BC | British Columbia	20-11-2026	19-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $32.19	3 years to less than 5 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Business Name: Point Hope Maritime Ltd.
Title: Bookkeeper
Number of Available Positions: 1
Terms of Employment: Permanent, Full-Time (30-40 hrs /week)
Wage: $32.19 per hour
Benefits: Disability Insurance, Dental Insurance, Extended Medical Insurance, Life Insurance, and Employer RRSP Matching (up to 6%).
Language at work: English
Work Location: Victoria, BC.

Company and Job Description:
Point Hope Maritime is a full-service shipyard based in Victoria, British Columbia, specializing in vessel repair, maintenance, refits, and marine fabrication. With over 150 years of industry experience, the company serves commercial and private marine clients while maintaining a strong commitment to quality, safety, and reliable service.
We are seeking a reliable and detail-oriented Bookkeeper to join our team. In this role, you will contribute to the accurate management of financial records and support daily accounting activities while ensuring the efficient operation of our financial and administrative processes.

Job Description

Key Job Duties and Responsibilities:
• Maintain accurate and up-to-date financial records for the company's shipyard operations using computerized bookkeeping and accounting systems.
• Record daily financial transactions, including accounts payable, accounts receivable, expenses, and payments related to vessel repair, maintenance, and refit projects.
• Prepare and post journal entries, maintain general ledgers, reconcile financial accounts, and ensure the accuracy and completeness of accounting records.
• Perform regular bank and account reconciliations, investigate discrepancies, and make necessary adjustments to

maintain balanced financial records.
• Prepare trial balances, financial statements, and periodic accounting reports to support the company's financial reporting and recordkeeping requirements.
• Calculate and prepare payments, maintain payroll-related financial records, and process payments for suppliers, utilities, taxes, and other business expenses.
• Prepare and submit required tax remittances, workers' compensation reports, and other government-related financial documents.
• Prepare invoices for clients including analysis or the invoice values in relation to expected revenue and against actual costs. Must ensure invoices are accurate and distributed in a timely manner.
• Maintain financial records related to project expenditures, supplier invoices, and operational costs associated with shipyard activities.
• Assist with the preparation of business tax documentation and provide supporting financial records for tax filings and year-end accounting procedures.
• Prepare financial, statistical, and accounting reports to support management in monitoring expenses, revenues, and overall financial performance.

Employment Requirement:
• Completion of a post-secondary degree, diploma, or certificate in accounting, bookkeeping, or a related field; or completion of the first two years of a recognized professional accounting program; or relevant post-secondary accounting or bookkeeping coursework combined with several years of related experience.
• Minimum three (3) years of directly related bookkeeping or accounting experience, including general ledger maintenance, account reconciliations, and financial reporting.
• Sound understanding of bookkeeping practices, accounting principles, and financial recordkeeping procedures.
• Proficiency in accounting and job costing software, along with Microsoft Excel and other standard office applications. Ability to maintain general ledgers, record financial transactions, reconcile accounts, and prepare accurate financial reports.
• Demonstrated knowledge of accounts payable, accounts receivable, job costing, and tax remittance procedures.
• Knowledge of accounting for vessel construction, vessel repair or other similar industrial businesses.
• Familiarity with payroll administration
• Demonstrated knowledge and experience preparing financial procedure documentation
• Strong organizational skills, attention to detail, and the ability to handle financial information accurately and confidentially.
• Ability to prioritize tasks, meet reporting deadlines, and work effectively both independently and as part of a team.

Skills and Capabilities:

• Attention to detail and accuracy
• Strong analytical skills
• Numerical proficiency
• Problem-solving abilities
• Organizational and time management skills
• Effective communication skills

• Ability to work independently
• Teamwork and collaboration
• Sound judgment and decision-making
• Adaptability and willingness to learn
• Ability to meet deadlines
• Ability to work under pressure

Contact information/how to apply:
Email resume to: pointhopejobs@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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