

# **Accounting Technician**

Posted By: Freedom Respiratory And Sleep Centre Inc

**Location:** Calgary

Salary: \$30 Per Hour

JOB ID: RJ3329666

Posting Date: 06-Nov-2025

Expiry date: 05-May-2026

Education: Bachelor's degree or equivalent experience

Language: English

Vacancies: 1

Years of Experience: 5 years

Job Type: Full Time

## **Job Description**

Freedom Respiratory and Sleep Centre Inc is looking for an experienced Accounting Technician! Job details

Location: 495 36 Street NE suite 160, Calgary, AB, T2A 6K3

Workplace information: On site

Salary: 30.00 hourly / 40 hours per Week

Terms of employment: Permanent employment, Full time

Start date: Starts as soon as possible Benefits: Financial benefits, Other benefits

Vacancies: 1 vacancy

Overview

Languages: English

Education: Bachelor's degree or equivalent experience

Experience: 5 years or more

On site: Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

- ●€€€€€€ Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- •€€€€€€ Maintain general ledgers and financial statements
- ∈ ∈ ∈ ∈ ∈ Post journal entries
- •€€€€€€ Prepare other statistical, financial and accounting reports
- •€€€€€€ Prepare tax returns
- •€€€€€€ Prepare trial balance of books
- € € € € € Reconcile accounts

#### **Benefits**

Financial benefits: Bonus

Other benefits:

- •€€€€€ Free parking available
- •€€€€€ Learning/training paid by employer
- •€€€€€€ Paid time off (volunteering or personal days)
- •€€€€€€ Team building opportunities
- € € € € € Parking available
- •€€€€€€ Variable or compressed work week

#### Who can apply to this job?

Only apply to this job if:

- •€€€€€€ You are a Canadian citizen, a permanent or a temporary resident of Canada.
- •€€€€€€ You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

### How to apply

By email

laineabarrio@freedomrespiratory.com

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: laineabarrio@freedomrespiratory.com

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