

## Bookkeeper (NOC-12200)

**Posted By:** Arrow Drywall Inc. O/a Arrow Drywall

**Location:** Calgary

**Salary:** \$36.00 Per Hour

**JOB ID :** RJ2531554

**Posting Date :** 08-Aug-2025

**Expiry date :** 04-Feb-2026

**Education :** Secondary (high) school graduation certificate

**Language :** ENGLISH

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

**TITLE:** Bookkeeper (NOC-12200)

**EMPLOYER:** Arrow drywall inc. o/a Arrow drywall

### Job details

2332 23 ST NE  
Calgary, AB  
T2E 8N3

On site

36.00 hourly / 35 hours per week

Permanent employment

Full time

Evening, Shift, Morning, Day, Weekend, Overtime available

Starts as soon as possible

1 vacancy

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### On site

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

### Work setting

Urban area

## Responsibilities

### Tasks

Calculate and prepare cheques for payroll

Calculate fixed assets and depreciation

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

## Additional information

### Transportation/travel information

Public transportation is available

### Personal suitability

- Accurate
  - Flexibility
  - Organized
  - Reliability
- 

## Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

### Support for newcomers and refugees

- Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

### Support for youths

- Provides awareness training to employees to create a welcoming work environment for youth

### Support for Indigenous people

- Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers
-

## Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

## How to apply

### By email

[arrowdrywall@gmail.com](mailto:arrowdrywall@gmail.com)

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [arrowdrywall@gmail.com](mailto:arrowdrywall@gmail.com)

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