

Bookkeeper

Posted By: ERA KITCHENS

Location: Calgary

Salary: \$36.00 Hourly / 35 To 40 Hours Per Week Per Week

JOB ID : RJ5465455

Posting Date : 16-Oct-2025

Expiry date : 14-Apr-2026

Education : College/CEGEP

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Location: 134 2730 39 AV NE Calgary, AB T1Y 7H6

Workplace information: On site

Salary: 35.40 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Day, Evening, Morning

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for y

Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: College/CEGEP

Experience: 7 months to less than 1 year

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

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

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

How to apply

By email: eknoor@erakitchen.ca

By mail: 134 2730 39 AV NE CALGARY, AB T1Y 7H6

Job Location: 134 2730 39 AV NE Calgary, AB T1Y 7H6

Employer: ERA KITCHENS

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: eknoor@erakitchen.ca

Posted on refugeejobportal.com