

Bookkeeper

Posted By: JAGDAMBE ENTERPRISES LTD.

Location: Edmonton

Salary: \$36.00 Hourly / 55 To 60 Hours Per Week Per Week

JOB ID : RJ2909267

Posting Date : 13-Nov-2025

Expiry date : 12-May-2026

Education : College/CEGEP

Language : English

Vacancies : 2

Years of Experience : 1 year

Job Type : Full Time

Job Description

Location: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Work location: On site

Salary: 36.00 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Evening, Morning, Day

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

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

Starts as soon as possible

Vacancies: 2 vacancies

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 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
How to apply
Direct Apply: By Direct Apply
By email: kp84984454@gmail.com
Job Location: Location9133 35 Ave NW Edmonton, AB T6E 5Y1
Employer: JAGDAMBE ENTERPRISES LTD.

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: kp84984454@gmail.com

Posted on refugeejobportal.com