

# Bookkeeper

**Posted By:** Chawla Professional Corporation

**Location:** Edmonton

**Salary:** \$\$36.00 Per Hour

**JOB ID :** RJ6724448

**Posting Date :** 11-Dec-2025

**Expiry date :** 09-Jun-2026

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

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

Bookkeeper

- Employment Location: 4004 97 St NW, Suite 42, Edmonton, AB- T6N 1A8
  - Vacancies: 1
  - Salary: \$36.00 hourly / 35 hours per week
  - Terms of employment: Permanent, Full time, Morning, Day
  - Starts: As soon as possible
  - Employer: Chawla Professional Corporation
- Job Details
- Languages: English
  - Education: College/CEGEP
  - Experience: 2 years to less than 3 years

- On site: Work must be completed at the physical location. There is no option to work remotely.
- Responsibilities
- Calculate and prepare cheques for payroll
- 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 tax returns
- Prepare trial balance of books
- Reconcile accounts
- Work conditions and physical capabilities
- Attention to detail
- Tight deadlines
- Personal suitability
- Accurate
- Client focus
- Team player
- How to apply
- By email: [chawlacpa456@gmail.com](mailto:chawlacpa456@gmail.com)
- By mail: 4004 97 St NW, Suite 42, Edmonton, AB- T6N 1A8

**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: [chawlacpa456@gmail.com](mailto:chawlacpa456@gmail.com)**

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