



Bookkeeper

Posted By: WON MORE ENTERPRISES LTD

Location: North Vancouver

Salary: \$30 Per Hour

JOB ID : RJ2306063

Posting Date : 13-Jan-2026

Expiry date : 02-Feb-2026

Education : College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

JOB POSTING ADVERTISED

bookkeeper

Verified

Posted on January 14, 2026 by **WON MORE ENTERPRISES LTD.**

Job details

North Vancouver, BC
V7P 1T2

On site

30.00 hourly / 30 hours per week

Permanent employment
Full time

Shift, Morning, Day, Overtime available

Starts as soon as possible

1 vacancy

Job Bank #3484181

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

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

Keep financial records and establish, maintain and balance various accounts using manual and computer

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

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

Direct Apply

By Direct Apply

- [Additional ways to apply](#)

By email

onemorecareers@gmail.com

If applying by email:

What you must include in your application:

- Answers to the following screening questions:

◦ Are you authorized to work in Canada?

Advertised until

2026-02-04

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: onemorecareers@gmail.com

Posted on refugeejobportal.com