

Bookkeeper

Posted By: WON MORE ENTERPRISES LTD

Location: North Vancouver

Salary: \$30 Per Hour

JOB ID : RJ6611384

Posting Date : 30-Jan-2026

Expiry date : 19-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 computerized 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

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

2026-02-13

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