

Bookkeeper

Posted By: Zorbas Bakery And Foods Ltd.

Location: Burnaby

Salary: \$30 Per Hour

JOB ID : RJ4842747

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 : 2 years

Job Type : Full Time

Job Description

bookkeeper Verified

Posted on January 14, 2026 by **zorbas bakery and foods (2005) ltd.**

Job details

Burnaby, BC
V5J 4S1

On site

30.00 hourly / 30 hours per week

Permanent employment
Full time

Evening, Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: Health benefits

1 vacancy

Job Bank #3485002

Overview

Languages

English

Education

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

Experience

1 year to less than 2 years

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 book

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

Benefits

Health benefits

Dental plan
Disability benefits
Health care plan

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

foodsorbas@gmail.com

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: foodsorbas@gmail.com

Posted on refugeejobportal.com