

Bookkeeper

Posted By: Kalra Accounting Inc.

Location:

Salary: \$27.50 Per Hour

JOB ID : RJ4858470

Posting Date : 16-Apr-2026

Expiry date : 13-Oct-2026

Education : College Diploma or Degree

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

- rn
- Education: College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year
- rn
- Experience: 1 year to less than 2 years
- rn
- Calculate and prepare cheques for payroll
- rn
- Calculate fixed assets and depreciation
- rn
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- rn
- Maintain general ledgers and financial statements
- rn
- Post journal entries
- rn

- Prepare other statistical, financial and accounting reports
rn
- Prepare tax returns
rn
- Prepare trial balance of books
rn
- Reconcile accounts
rn
- Work Term: Permanent
rn
- Work Language: English
rn
- Hours: 32 to 40 hours per week
rn

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