

# Accounting Bookkeeper

**Posted By:** Dev Immigration Services Inc.

**Location:** Surrey

**Salary:** \$35 Per Hour

**JOB ID :** RJ3498198

**Posting Date :** 29-Mar-2025

**Expiry date :** 25-Sep-2025

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

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

**accounting bookkeeper** Verified

Posted on March 29, 2025 by **Dev Immigration Services Inc.**

### Job details

Surrey, BC  
V3Z 0W4

On site

35.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #3270022

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### 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 bookkeeping systems

Maintain general ledgers and financial statements

Post journal entries

Prepare other statistical, financial and accounting reports

Prepare trial balance of books

Reconcile accounts

## **Experience and specialization**

### **Computer and technology knowledge**

MS Outlook  
MS Windows  
MS Office  
Spreadsheet

### **Equipment and machinery experience**

Scanner

## **Additional information**

### **Work conditions and physical capabilities**

Ability to work independently

### **Own tools/equipment**

Computer  
Internet access

## **Benefits**

### **Other benefits**

Free parking available

## **How to apply**

### **Direct Apply**

By Direct Apply

### **By email**

[devimmigration@outlook.com](mailto:devimmigration@outlook.com)

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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: [devimmigration@outlook.com](mailto:devimmigration@outlook.com)

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