

Bookkeeper

Posted By: K P Accounting

Location: Edmonton

Salary: \$36.00 Hourly / 35 To 40 Hours Per Week Per Week

JOB ID: RJ6667785

Posting Date: 01-Oct-2025

Expiry date: 30-Mar-2026

Education: College/Technical school

Language: English

Vacancies: 2

Years of Experience: 1 year

Job Type: Full Time

Job Description

Location: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Work location: On site

Salary: 36.00 hourly $\/$ 35 to 40 hours per week Terms of employment: Permanent employment Full time

Employment Condition: Evening, Morning, Day

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature

workers, Supports for visible minorities.

Starts as soon as possible Vacancies: 2 vacancies

Overview

Languages: English
Education: College/CEGEP

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 Calculate fixed assets and depreciation 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 tax returns Prepare trial balance of books Reconcile accounts How to apply By email: kp84984454@gmail.com By mail:9133 35 Ave NW Edmonton, AB T6E 5Y1 Job Location: 9133 35 Ave NW Edmonton, AB T6E 5Y1 Employer: K P Accounting

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: kp84984454@gmail.com

Posted on refugeejobportal.com