Bookkeeper

Posted By: Dixie Lee

Location: **Neguac**

Salary: $21.75 Per Hour

JOB ID : RJ1373850

Posting Date : 14-Feb-2026

Expiry date : 13-Aug-2026

Education : Bachelor's degree

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Languages

English

Education

- Bachelor's degree

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.

Work setting

- Head office

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

Experience and specialization

Computer and technology knowledge

- Accounting software
- Human resources software
- MS Excel
- MS Outlook
- MS Word
- Quick Books
- Simply Accounting

Area of specialization

- Accounting

Additional information

Transportation/travel information

- Own transportation
- Willing to travel

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Tight deadlines

Personal suitability

- Accurate
- Dependability
- Organized
- Time management
- Adaptability

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

By email to dixieleeneguac@gmail.com
In person
930 Rue Principale Neguac, NB E9G 1N7 Between 10:00 AM and 05:00 PM

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: dixieleeneguac@gmail.com