



Accounting Bookkeeper

Posted by Dev Immigration Services Inc.

Posting Date : 29-Mar-2025

Closing Date : 25-Sep-2025

Location : Surrey

Salary : \$35 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ7589481

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

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

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