



# bookkeeper

Posted by **JAGDAMBE ENTERPRISES LTD.**

**Posting Date : 13-Nov-2025**

**Closing Date : 12-May-2026**

**Location : Edmonton**

**Salary : \$36.00 hourly / 55 to 60 hours per week Per Week**

## Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job id:** ABOJ3155743

## 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

Direct Apply: By Direct Apply

By email: [kp84984454@gmail.com](mailto:kp84984454@gmail.com)

Job Location: Location9133 35 Ave NW Edmonton, AB T6E 5Y1

Employer: JAGDAMBE ENTERPRISES LTD.

**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: [kp84984454@gmail.com](mailto:kp84984454@gmail.com)**

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