



# bookkeeper

Posted by **BUDGET OPTICAL**

**Posting Date : 07-Feb-2026**

**Closing Date : 27-Feb-2026**

**Location : Delta**

**Salary : \$30 Per Hour**

## Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3829323

## Job Description:

JOB POSTING ADVERTISED

bookkeeper

Verified

**Job details**

Delta, BC

V4C 6R8

On site

30.00 hourly / 30 hours per week

Permanent employment

Full time

Shift, Flexible hours, Morning, Day, Overtime available

Starts as soon as possible

1 vacancy

Job Bank #3485160

**Overview**

**Languages**

English

**Education**

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**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 tax returns

Prepare trial balance of books

Reconcile accounts

## 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

### Direct Apply

By Direct Apply

### Additional ways to apply

#### By email

[akaloptical26@gmail.com](mailto:akaloptical26@gmail.com)

## Advertised until

2026-02-13

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: [akaloptical26@gmail.com](mailto:akaloptical26@gmail.com)

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