



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

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

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