



Bookkeeper

Posted by Employer details **OK TIRE SAINT JOHN**

Posting Date : 10-Feb-2026

Closing Date : 09-Aug-2026

Location : Saint John

Salary : \$21.5 Per Hour

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3100414

Job Description:

Languages

English

Education

- College/CEGEP

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
- 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
- Inventory control software
- MS Excel
- MS Word
- Quick Books
- Simply Accounting

Area of specialization

- Accounting

Additional information

Work conditions and physical capabilities

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

Personal suitability

- Accurate
- Organized
- Time management
- Adaptability

How to apply

By email to

oktiresj@gmail.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: oktiresj@gmail.com

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