



Bookkeeper

Posted by **Kalra Accounting Inc.**

Posting Date : 16-Apr-2026

Closing Date : 13-Oct-2026

Location :

Salary : \$27.50 Per Hour

Job Requirements

- **Education:** College Diploma or Degree
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ1970107

Job Description:

- rn
- Education: College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year
- rn
- Experience: 1 year to less than 2 years
- rn
- Calculate and prepare cheques for payroll

- rn
- Calculate fixed assets and depreciation
- rn
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- rn
- Maintain general ledgers and financial statements
- rn
- Post journal entries
- rn
- Prepare other statistical, financial and accounting reports
- rn
- Prepare tax returns
- rn
- Prepare trial balance of books
- rn
- Reconcile accounts
- rn
- Work Term: Permanent
- rn
- Work Language: English
- rn
- Hours: 32 to 40 hours per week
- rn

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