

Bookkeeper (12200)

2082307 Alberta Ltd

Job ID
50133

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LOCATION	DATE POSTED	EXPIRY DATE	
205 5119 22 Avenue SW Edmonton, AB, Edmonton, AB Alberta	11-05-2026	07-11-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 28.85 hourly / 35 hours per Week	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

205 5119 22 Avenue SW Edmonton, AB

T6X 2N4

Salary

28.85 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day

Start date Starts as soon as possible

vacancies 1 vacancy

Job Description

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 years to less than 3 years

Responsibilities

Tasks

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

Experience and specialization

Computer and technology knowledge

MS Excel

MS Word

Additional information

Work conditions and physical capabilities

Attention to detail

Repetitive tasks

Personal suitability

Accurate

Reliability

How to apply

By email

walkerlakeplaza2022@outlook.com

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