Accountant

Dr. Phone Fix

Job ID
50994

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LOCATION	DATE POSTED	EXPIRY DATE
3332 Parsons Rd NW, Edmonton, AB | Alberta	05-08-2026	01-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 39.50	2 years to less than 3 years	College/CEGEP

Job Details

Accountant

Dr. Phone Fix

Job details

• Location 3332 Parsons Rd NW Edmonton, AB T6N 1B5

• Work location On site

• Salary 39.50 hourly / 30.00 hours per week

• Terms of employment Permanent employment Full time

• Starts as soon as possible

• 1 vacancy

Overview

Languages

English

Education

• College/CEGEP

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

• Plan, set up and administer accounting systems

• Analyze clients' financial records

• Prepare financial information for individuals, departments or companies

• Prepare financial statements and reports

• Develop and maintain cost findings, reporting and internal control procedure

• Prepare income tax returns from accounting records

• Analyze financial documents and reports

• Examine accounting records

Additional information

Work conditions and physical capabilities

• Fast-paced environment
• Work under pressure
• Tight deadlines
• Attention to detail

Personal suitability

• Efficient interpersonal skills
• Excellent oral communication
• Organized
• Team player
• Ability to multitask

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees

• Offers mentorship programs that pair newcomers and/or refugees with experienced employees
• Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

Support for youths

• Offers mentorship, coaching and/or networking opportunities for youth
• Provides awareness training to employees to create a welcoming work environment for youth

Support for mature workers

• Applies hiring policies that discourage age discrimination
• Provides staff with awareness training to create a welcoming work environment for mature workers

Supports for visible minorities

• Offers mentorship programs that pair members of visible minorities with experienced employees
• Provides diversity and cross-cultural training to create a welcoming work environment for members of visible minorities

Who can apply for this job?

You can apply if you are:

• a Canadian citizen
• a permanent resident of Canada
• a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

Additional ways to apply

By mail

3332 Parsons Rd NW, Edmonton, AB T6N 1B5

By email

jobsdrphonefix.novascotia@outlook.com

In person

3332 Parsons Rd NW, Edmonton, ABT6N 1B5 between 12:00 PM and 02:00 PM

What you must include in your application:

• Cover letter

Advertised until

To be determined

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