



## Bookkeeper

**Posted by:** Unified Accountants Inc.

**Posting date:** 17-Jun-2024      **Closing date:** 14-Dec-2024

**Education:** Bachelor's Degree

**Language:** English

**Job location:** Surrey

**Salary:** \$26.25 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2121466

Expired

## Job description:

### Experience:

Two to three years progressively responsible experience in the accounting and preferably in a professional accounting or bookkeeping practice.

A willingness to learn and continue to grow in the field

Working hours: 30 to 40 hours per week

Duration: Permanent

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
- 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

- Accounting software
- MS Word
- Quick Books
- Simply Accounting
- TaxPrep

**Additional information**

Transportation/travel information

- Own transportation

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Overtime required
- Repetitive tasks
- Tight deadlines
- Work under pressure

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Employment groups [Help - Employment groups](#)

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

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for Veterans

Support for Indigenous people

Support for mature workers

Supports for visible minorities

**Benefits**

Health benefits

- Health care plan

Email: [jasdeep@unifiedaccountants.com](mailto:jasdeep@unifiedaccountants.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: [jasdeep@unifiedaccountants.com](mailto:jasdeep@unifiedaccountants.com)

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