



## Bookkeeper

**Posted by:** Imperial Legacy Management Solutions Inc.

**Posting date:** 23-May-2025      **Closing date:** 19-Nov-2025

**Education:** Diploma

**Language:** English

**Job location:** Edmonton

**Salary:** \$35.40 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5706453

## Job description:

# Bookkeeper

IMPERIAL LEGACY MANAGEMENT INC

## Job details

- Location: 101 10405 178 Street NW, Edmonton, AB T5S 1R5
- Salary: \$35.40 hourly / 32 hours per week
- Terms of employment: Permanent employment, Full time, Day, Evening, Night, Overtime, On Call, Early Morning, Morning

- Starts as soon as possible
- 1 vacancy

## Overview

### Languages

- English

### Education

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### 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.

## Responsibilities

### Tasks

- 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
- Reconcile accounts

## Additional information

### Personal suitability

- Accurate
- Dependability
- Flexibility
- Organized

## How to apply

### By email

[implegacyhr@gmail.com](mailto:implegacyhr@gmail.com)

**By mail**

101 10405 178 Street NW

Edmonton, AB

T5S 1R5

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**