



## Bookkeeper

**Posted by:** zorbas bakery and foods ltd.

**Posting date:** 14-Jan-2026      **Closing date:** 03-Feb-2026

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

**Language:** English

**Job location:** Burnaby

**Salary:** \$30 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6940883

## Job description:

JOB POSTING PENDING REVIEW

bookkeeper

Verified

Posted on January 14, 2026 by [zorbas bakery and foods \(2005\) ltd.](#)

Job details

Burnaby, BC  
V5J 4S1

On site

30.00 hourly / 30 hours per week

Permanent employment  
Full time

Evening, Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

Job Bank #3485002

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**

Calculate and prepare cheques for payroll

Keep financial records and establish, maintain and balance various accounts using manual and computerized b

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

## **Benefits**

### **Health benefits**

Dental plan

Disability benefits

Health care plan

## Who can apply for this job?

### The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

## How to apply

### Direct Apply

By Direct Apply

[Additional ways to apply](#)

### By email

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

**Advertised until**

2026-02-04

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

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