



Bookkeeper

Posted by: zorbas bakery and foods ltd.

Posting date: 30-Jan-2026 **Closing date:** 19-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: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ3183228

Job description:

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 bookkeeping
- 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

To apply ~~How to apply~~, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: foodsorbas@gmail.com

Direct Apply

By Direct Apply **Posted on canadianjobportal.com**

Additional ways to apply

By email

foodsorbas@gmail.com

Advertised until

2026-02-04