



bookkeeper

Posted by: BUDGET OPTICAL

Posting date: 07-Feb-2026 **Closing date:** 27-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: Delta

Salary: \$30 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ1976134

Expired

Job description:

JOB POSTING ADVERTISED

bookkeeper

Verified

Posted on January 14, 2026 by BUDGET OPTICAL

Job details

Delta, BC
V4C 6R8

On site

30.00 hourly / 30 hours per week

Permanent employment
Full time

Shift, Flexible hours, Morning, Day, Overtime available

Starts as soon as possible

1 vacancy

Job Bank #3485160

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 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

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

akaloptical26@gmail.com

Advertised until

2026-02-13

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: akaloptical26@gmail.com

Posted on canadianjobportal.com