



## bookkeeper

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

**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:** Burnaby

**Salary:** \$30 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3812691

## 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 methods

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

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

## Advertised until

2026-02-16

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

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