



## **Bookkeeper**

**Posted by:** Dixie Lee

**Posting date:** 14-Feb-2026      **Closing date:** 13-Aug-2026

**Education:** Bachelor's degree

**Language:** English

**Job location:** Neguac

**Salary:** \$21.75 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1916622

## **Job description:**

### **Languages**

English

### **Education**

- Bachelor's degree

## **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.

## **Work setting**

- Head office

## **Responsibilities**

## **Tasks**

- Calculate and prepare cheques for payroll
- Calculate fixed assets and depreciation
- 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

## **Experience and specialization**

## **Computer and technology knowledge**

- Accounting software
- Human resources software
- MS Excel
- MS Outlook
- MS Word
- Quick Books
- Simply Accounting

## **Area of specialization**

- Accounting

## **Additional information**

## **Transportation/travel information**

- Own transportation
- Willing to travel

## **Work conditions and physical capabilities**

- Ability to work independently
- Attention to detail
- Tight deadlines

## **Personal suitability**

- Accurate
- Dependability
- Organized
- Time management

- Adaptability

## 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

By email to [dixieleeneguac@gmail.com](mailto:dixieleeneguac@gmail.com)

In person

930 Rue Principale Neguac, NB E9G 1N7 Between 10:00 AM and 05:00 PM

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

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