



## **BOOKKEEPER (NOC: 12200)**

**Posted by:** LS Bookkeeping Services Ltd.

**Posting date:** 23-Sep-2024      **Closing date:** 22-Mar-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Edmonton

**Salary:** \$28.85 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5947588

**Expired**

### **Job description:**

## **BOOKKEEPER (NOC:12200)**

Posted on by LS Bookkeeping Services Ltd. on July 26, 2024

### **JOB DETAILS**

#### **Location**

140 Dechene Road, Edmonton, AB T6M 2N1

#### **Salary**

\$28.85 hourly / 40 hours per Week

### **TERMS OF EMPLOYMENT**

#### **Permanent employment**

Full time

**Shift**

Day, Morning, Weekend

**Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW**

**Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

1 year to less than 2 years

**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 trial balance of books
- Reconcile accounts

**EXPERIENCE AND SPECIALIZATION**

**Computer and technology knowledge**

- MS Excel
- MS Outlook
- Quick Books

**ADDITIONAL INFORMATION**

### **Transportation/travel information**

- Own transportation
- Public transportation is available

### **Work conditions and physical capabilities**

- Attention to detail
- Repetitive tasks
- Tight deadlines
- Work under pressure

### **Personal Suitability**

- Accurate
- Dependability
- Efficient interpersonal skills
- Judgement
- Organized
- Reliability
- Team player
- Time management

### **BENEFITS**

#### **Health benefits**

- Health care plan

### **WHO CAN APPLY TO 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 applying directly to Job Bank (Direct Apply)

#### **By email**

lsbookkeeping-jobs@post.com

**By mail**

140 Dechene Road  
Edmonton, AB  
T6M 2N1

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: [lsbookkeeping-jobs@post.com](mailto:lsbookkeeping-jobs@post.com)

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