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Bookkeeper

Posted by: Percept Architecture Ltd.

Posting date: 09-Oct-2024 **Closing date:** 07-Apr-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Burnaby

Salary: \$27.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: NCJ2605320

Job description:

Bookkeeper

Location: Unit 230, 5589 Byrne Road, Burnaby, BC V5J 3J1

Workplace: On site

Salary: 27.00 hourly / 32 to 40 hours per Week

Terms of employment: Permanent employment Full time

Starts: as soon as possible

Vacancies: 1 vacancy

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

On site requirement: Work must be completed at the physical location. There is no option to work remotely.

Responsibilities:

- 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 trial balance of books

Computer and technology knowledge

- MS Excel
- MS Office

Personal suitability

- Accurate
- Organized

How to apply

- By email- hr@perceptarch.ca