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# Bookkeeper

**Posted by:** SHIRAZALI JUMANI INC.

**Location:** Port Coquitlam

**Salary:** \$27.00 Per Hour

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## Job Details

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**Job ID**

NCJ3811782

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**Posting Date :** 23-Dec-2024

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**Expiry Date :** 21-Jun-2025

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**Education :** Min. College Diploma 1-2 years

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

**Shirazali Jumami Inc. is looking for a full time Bookkeeper to join team as soon as possible.**

**Job duties**

- 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
- Computer and technology knowledge - MS Excel, MS Word, Quick Books

**Number of vacancies:** 1

**Job Type:** Full-time, Permanent

**Salary:** \$ 27.00 per hour

**Schedule:** 40 hours/week

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

**Experience:** 1 year to less than 2 years

**Language:** English

**Start Date:** As soon as possible

**Working conditions:** Morning, Day, Evening, Weekend, Overtime

**Work Location:** 2300-2850 SHAUGHNESSY ST, PORT COQUITLAM BC V3C 6K5

**Apply now:** By sharing your resume via email at [jobs.shirazalijumani@gmail.com](mailto:jobs.shirazalijumani@gmail.com)

**Please note:** Apply to this job only if you are legally entitled to work in Canada.

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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: [jobs.shirazalijumani@gmail.com](mailto:jobs.shirazalijumani@gmail.com)

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