

# **Accounting Bookkeeper**

Posted by: Dev Immigration Services Inc.

**Location:** Surrey

Salary: \$35 Per Hour

#### **Job Details**

Job ID

NCJ3125933

Posting Date: 29-Mar-2025

Expiry Date: 25-Sep-2025

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Years of Experience: 1 year

Job Type: Full Time

## **Job Description**

## accounting bookkeeper

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Posted on March 29, 2025 by Dev Immigration Services Inc.

Job details

Surrey, BC V3Z 0W4

On site

35.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #3270022

#### **Overview**

#### Languages

English

#### Education

Secondary (high) school graduation certificate

#### **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 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 Outlook

**MS Windows** 

MS Office

Spreadsheet

#### **Equipment and machinery experience**

Scanner

#### Additional information

#### Work conditions and physical capabilities

Ability to work independently

### Own tools/equipment

Computer

Internet access

#### **Benefits**

#### Other benefits

Free parking available

### How to apply

#### **Direct Apply**

By Direct Apply

#### By email

devimmigration@outlook.com

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: devimmigration@outlook.com

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