



Bookkeeper

Posted by: Imperial Legacy Management Solutions Inc.

Location: Edmonton

Salary: \$36.00 Per Hour

Job Details

Job ID

NCJ2910246

Posting Date : 23-May-2025

Expiry Date : 19-Nov-2025

Education : Diploma

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Bookkeeper

IMPERIAL LEGACY MANAGEMENT INC

Job details

- Location: 101 10405 178 Street NW, Edmonton, AB T5S 1R5
- Salary: \$36.00 hourly / 32 hours per week
- Terms of employment: Permanent employment, Full time, Day, Evening, Night, Overtime, On Call, Early Morning, Morning
- Starts as soon as possible
- 1 vacancy

Overview

Languages

- English

Education

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

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

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Maintain general ledgers and financial statements
- Prepare other statistical, financial and accounting reports
- Reconcile accounts

Additional information

Personal suitability

- Accurate
- Dependability
- Flexibility
- Organized

How to apply

By email

implegacyhr@gmail.com

By mail

101 10405 178 Street NW

Edmonton, AB

T5S 1R5

Posted on newcomerjobsincanada.com