# Bookkeeper

**Posted by:** Primecare Pharmacy Inc.

**Location:** Edmonton

**Salary:** $30.45 Per Hour

## Job Details

**Job ID**
NCJ2807655

**Posting Date :** 12-Jun-2025

**Expiry Date :** 02-Jul-2025

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

**Language :** English

**Vacancies :** 1

**Years of Experience :** 2 years

**Job Type :** Full Time

## Job Description

**Title:** Bookkeeper

**Employer**: Primecare Pharmacy Inc.

Address: 5594 Windermere Blvd NW, Edmonton, ABT6W 2Z8

**Wages**: $30.45/hour

**Vacancies**: 1 vacancy

**Joining:** As soon as possible

**Employment type**: Permanent employment, Full time

35 to 40 hours /week

**Employment conditions**: Day, Morning

**Job requirements**

**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**

- **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 tax returns**

- **Prepare trial balance of books**

- **Reconcile accounts**

**Experience and specialization**

**Computer and technology knowledge**

- **Accounting software**

- **MS Excel**

- **MS Word**

- **Quick Books**

- **TaxPrep**

**Benefits**

**Health benefits**

- **Health care plan**

## How to apply

### By email

*primecareyegjobs@gmail.com*

### Who can apply to this job?

**The employer accepts applications from:**

- Canadian citizens and permanent residents of Canada.

- Other candidates with or without a valid Canadian work permit.

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**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: primecareyegjobs@gmail.com**

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