



Accounting Technician

Posted by: Freedom Respiratory and Sleep Centre Inc

Location: Calgary

Salary: \$30 Per Hour

Job Details

Job ID

NCJ4040100

Posting Date : 06-Nov-2025

Expiry Date : 05-May-2026

Education : Bachelor's degree or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 5 years

Job Type : Full Time

Job Description

Freedom Respiratory and Sleep Centre Inc is looking for an experienced Accounting Technician!

Job details

Location: 495 36 Street NE suite 160, Calgary, AB, T2A 6K3

Workplace information: On site

Salary: 30.00 hourly / 40 hours per Week

Terms of employment: Permanent employment, Full time

Start date: Starts as soon as possible

Benefits: Financial benefits, Other benefits

Vacancies: 1 vacancy

Overview

Languages: English

Education: Bachelor's degree or equivalent experience

Experience: 5 years or more

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

Responsibilities

- 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

Benefits

Financial benefits: Bonus

Other benefits:

- Free parking available
- Learning/training paid by employer
- Paid time off (volunteering or personal days)
- Team building opportunities
- Parking available
- Variable or compressed work week

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to apply

By email

laineabarrio@freedomrespiratory.com

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: laineabarrio@freedomrespiratory.com

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