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# Bookkeeper

**Posted by:** Imperial Legacy Management Solutions Inc.

**Location:** Edmonton

**Salary:** \$36.00 Per Hour

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## Job Details

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**Job ID**

NCJ3757992

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**Posting Date :** 04-Dec-2025

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**Expiry Date :** 02-Jun-2026

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**Education :** Diploma

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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

# 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

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