



Bookkeeper

Posted by: Chawla Professional Corporation

Location: Edmonton

Salary: \$\$36.00 Per Hour

Job Details

Job ID

NCJ3361153

Posting Date : 11-Dec-2025

Expiry Date : 09-Jun-2026

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Bookkeeper

- Employment Location: 4004 97 St NW, Suite 42, Edmonton, AB- T6N 1A8
- Vacancies: 1

- Salary: \$36.00 hourly / 35 hours per week
- Terms of employment: Permanent, Full time, Morning, Day
- Starts: As soon as possible
- Employer: Chawla Professional Corporation

Job Details

- Languages: English
- Education: College/CEGEP
- Experience: 2 years to less than 3 years
- 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 tax returns
- Prepare trial balance of books
- Reconcile accounts

Work conditions and physical capabilities

- Attention to detail
- Tight deadlines

Personal suitability

- Accurate
- Client focus
- Team player

How to apply

- By email: chawlacpa456@gmail.com
- By mail: 4004 97 St NW, Suite 42, Edmonton, AB- T6N 1A8

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: chawlacpa456@gmail.com

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