



Bookkeeper

Posted by: zorbas bakery and foods ltd.

Location: Burnaby

Salary: \$30 Per Hour

Job Details

Job ID

NCJ2632973

Posting Date : 14-Jan-2026

Expiry Date : 03-Feb-2026

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 : 1 year

Job Type : Full Time

Job Description

JOB POSTING PENDING REVIEW

bookkeeper

Verified

Posted on January 14, 2026 by **zorbas bakery and foods (2005) ltd.**

Job details

Burnaby, BC

V5J 4S1

On site

30.00 hourly / 30 hours per week

Permanent employment

Full time

Evening, Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: Health benefits

1 vacancy

Job Bank #3485002

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

- Calculate and prepare cheques for payroll
- Keep financial records and establish, maintain and balance various accounts using manual and computerized methods
- 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

Health benefits

- Dental plan
- Disability benefits
- Health care plan

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

[Additional ways to apply](#)

By email

foodsorbas@gmail.com

Advertised until

2026-02-04

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: foodsorbas@gmail.com

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