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# bookkeeper

**Posted by:** Speedlogistics Truck line

**Location:** Whitecourt

**Salary:** \$36.00 hourly / 35 hours per week Per Week

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## Job Details

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**Job ID**

NCJ2502205

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**Posting Date :** 13-Apr-2026

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**Expiry Date :** 10-Oct-2026

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**Education :** College/CEGEP

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 3 years

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**Job Type :** Full Time

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## Job Description

Location: 4739 50 Ave Whitecourt, AB T7S 1N8

Work location: On site

Salary: 36.00 hourly / 35 hours per week

Terms of employment: Permanent employment Full time

Employment Condition: Evening, Morning, Day

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: College/CEGEP

Experience: 3 years to less than 5 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

Calculate fixed assets and depreciation

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

How to apply

Direct Apply: By Direct Apply

Additional ways to apply

By mail: 4739 50 Ave Whitecourt, AB T7S 1N8

In person: 4739 50 Ave: Whitecourt, AB T7S 1N8

Between 02:00 PM and 06:00 PM

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