

# Apply Now



## Bookkeeper

Sran Delivery Moving and Maintenance

📍 1919 20 Ave NW Edmonton, AB T6T 2K9

### 📄 Job Description

**Location:** 1919 20 Ave NW Edmonton, AB T6T 2K9

**Salary:** 28.85 hourly / 30 hours per Week

**Terms of employment:** Permanent employment Full time

**Start date:** Starts as soon as possible

**Vacancies:** 1 vacancy

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### Tasks

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

### Personal suitability

Dependability

Flexibility

### 📍 Company Address

📍 1919 20 Ave NW Edmonton, AB T6T 2K9

✉️ sranpargatsingh535@gmail.com

### 📄 Job Overview

**Job Number:** 24830750

**Location:** 1919 20 Ave NW Edmonton, AB T6T 2K9

**Start Date:** 2024, Aug 30

**End Date:** 2025, Feb 26

**Job Category:** Accounting & bookkeeping Administrative Support Agency Jobs Agriculture & farms Arts & Design Automot

**Job Position:** Bookkeeper

**Qualification Required:** Secondary (high) school graduation certificate

**Package:** \$28.85 Hourly

**Payment Tenure:** Bi-Weekly

**Min Experience:** 0 (Year) 7 (Month)

Judgement  
Organized  
Reliability  
Team player

Max Experience: 1 (Year) 0 (Month)

Employment Type: Full Time

Post Resume at: [srnpargatsingh535@gmail.com](mailto:srnpargatsingh535@gmail.com)

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