



Accounting Bookkeeper

Posted by Dev Immigration Services Inc.

Posting Date : 29-Mar-2025

Closing Date : 25-Sep-2025

Location : Surrey

Salary : \$35 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3652477

Job Description:

accounting bookkeeper

Verified

Posted on March 29, 2025 by [Dev Immigration Services Inc.](#)

Job details

Surrey, BC

V3Z 0W4

On site

35.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #3270022

Overview

Languages

English

Education

Secondary (high) school graduation certificate

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 bookkeeping systems
- Maintain general ledgers and financial statements
- Post journal entries
- Prepare other statistical, financial and accounting reports
- Prepare trial balance of books
- Reconcile accounts

Experience and specialization

Computer and technology knowledge

- MS Outlook
- MS Windows
- MS Office
- Spreadsheet

Equipment and machinery experience

- Scanner

Additional information

Work conditions and physical capabilities

- Ability to work independently

Own tools/equipment

- Computer
- Internet access

Benefits

Other benefits

- Free parking available

How to apply

Direct Apply

By Direct Apply

By email

devimmigration@outlook.com

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: devimmigration@outlook.com

Posted on Disabled job Portal