



bookkeeper

Posted by K P Accounting

Posting Date : 01-Oct-2025

Closing Date : 30-Mar-2026

Location : Edmonton

Salary : \$36.00 hourly / 35 to 40 hours per week Per Week

Job Requirements

- **Education:** College/Technical school
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ5225144

Job Description:

Location: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Work location: On site

Salary: 36.00 hourly / 35 to 40 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: 2 vacancies
Overview
Languages: English
Education: College/CEGEP
Experience: 7 months to less than 1 year
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

By email: kp84984454@gmail.com

By mail: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Job Location: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Employer: K P Accounting

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: kp84984454@gmail.com

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