



Bookkeeper

Posted by Imperial Legacy Management Solutions Inc.

Posting Date : 04-Dec-2025

Closing Date : 02-Jun-2026

Location : Edmonton

Salary : \$36.00 Per Hour

Job Requirements

- **Education:** Diploma
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6523628

Job Description:

Bookkeeper

IMPERIAL LEGACY MANAGEMENT INC

Job details

- Location: 101 10405 178 Street NW, Edmonton, AB T5S 1R5
- Salary: \$36.00 hourly / 32 hours per week
- Terms of employment: Permanent employment, Full time, Day, Evening, Night, Overtime, On Call, Early Morning, Morning
- Starts as soon as possible
- 1 vacancy

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

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Maintain general ledgers and financial statements
- Prepare other statistical, financial and accounting reports
- Reconcile accounts

Additional information

Personal suitability

- Accurate
- Dependability
- Flexibility
- Organized

How to apply

By email

imlegacyhr@gmail.com

By mail

101 10405 178 Street NW

Edmonton, AB

T5S 1R5

Posted on Disabled job Portal