



Bookkeeper

Posted by Chawla Professional Corporation

Posting Date : 11-Dec-2025

Closing Date : 09-Jun-2026

Location : Edmonton

Salary : \$\$36.00 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:** DISJ1714180

Job Description:

Bookkeeper

- Employment Location: 4004 97 St NW, Suite 42, Edmonton, AB- T6N 1A8
- Vacancies: 1
- Salary: \$36.00 hourly / 35 hours per week
- Terms of employment: Permanent, Full time, Morning, Day
- Starts: As soon as possible
- Employer: Chawla Professional Corporation

Job Details

- Languages: English
- Education: College/CEGEP
- Experience: 2 years to less than 3 years
- On site: Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

- 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
- Tight deadlines

Personal suitability

- Accurate
- Client focus
- Team player

How to apply

- By email: chawlacpa456@gmail.com
- By mail: 4004 97 St NW, Suite 42, Edmonton, AB- T6N 1A8

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: chawlacpa456@gmail.com

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