



Bookkeeper

Posted by zorbas bakery and foods ltd.

Posting Date : 14-Jan-2026

Closing Date : 03-Feb-2026

Location : Burnaby

Salary : \$30 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6175404

Job Description:

JOB POSTING PENDING REVIEW

bookkeeper

Verified

Posted on January 14, 2026 by zorbas bakery and foods (2005) ltd.

Job details

Burnaby, BC
V5J 4S1

On site

30.00 hourly / 30 hours per week

Permanent employment
Full time

Evening, Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: Health benefits

1 vacancy

Job Bank #3485002

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

- Calculate and prepare cheques for payroll
- Keep financial records and establish, maintain and balance various accounts using manual and computer
- 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

Benefits

Health benefits

- Dental plan
- Disability benefits
- Health care plan

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

[Additional ways to apply](#)

By email

foodsorbas@gmail.com

Advertised until

2026-02-04

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: foodsorbas@gmail.com

Posted on Disabled job Portal