



## Bookkeeper

Posted by Dixie Lee

**Posting Date :** 06-Feb-2026

**Closing Date :** 26-Feb-2026

**Location :** New Brunswick

**Salary :** \$21.5 Per Hour

### Job Requirements

- **Education:** Bachelor Degree
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3556393

### Job Description:

**Languages**

English

## **Education**

- Bachelor's degree

## **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.

## **Work setting**

- Head office

## **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

## **Experience and specialization**

### **Computer and technology knowledge**

- Accounting software
- Human resources software
- MS Excel
- MS Outlook
- MS Word
- Quick Books
- Simply Accounting

## **Area of specialization**

- Accounting

## **Additional information**

### **Transportation/travel information**

- Own transportation
- Willing to travel

### **Work conditions and physical capabilities**

- Ability to work independently
- Attention to detail
- Tight deadlines

### **Personal suitability**

- Accurate
- Dependability
- Organized
- Time management
- Adaptability

## **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**

By email to [dixieleeneguac@gmail.com](mailto:dixieleeneguac@gmail.com)

In person

Additional ways to apply

**In person**

930 Rue Principale Neguac, NB E9G 1N7 Between 10:00 AM and 05:00 PM

**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: [dixieleeneguac@gmail.com](mailto:dixieleeneguac@gmail.com)**

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