bookkeeper

Posted by zorbas bakery and foods ltd.

Posting Date : 07-Feb-2026

Closing Date : 27-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**: DISJ2395867

Job Description:

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 co
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

  foodszorbas@gmail.com

Advertised until
2026-02-16

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: foodszorbas@gmail.com

Posted on Disabled job Portal