

Accounting Technician

Posted by: Freedom Respiratory and Sleep Centre Inc

Location: Calgary **Salary:** \$30 Per Hour

Job ID: YJ5387646

Posting Date: 06-Nov-2025

Expiry Date: 05-May-2026

Education: Bachelor's degree or equivalent experience

Language: English

Vacancies: 1

Experience: 5 years

Job Type: Full Time

Job Description

Freedom Respiratory and Sleep Centre Inc is looking for an experienced Accounting Technician!

Job details

Location: 495 36 Street NE suite 160, Calgary, AB, T2A 6K3

Workplace information: On site

Salary: 30.00 hourly / 40 hours per Week

Terms of employment: Permanent employment, Full time

Start date: Starts as soon as possible

Benefits: Financial benefits, Other benefits

Vacancies: 1 vacancy

Overview

Languages: English

Education: Bachelor's degree or equivalent experience

Experience: 5 years or more

On site: Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

€€€€€€ Calculate and prepare cheques for payroll

• eeeeee 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

Benefits

Financial benefits: Bonus
Other benefits:
●eeeeee Free parking available
●eeeeee Learning/training paid by employer
●eeeeee Paid time off (volunteering or personal days)
•eeeeee Team building opportunities
●eeeeee Parking available
●eeeeee Variable or compressed work week
Who can apply to this job?
Only apply to this job if:
●eeeeeee You are a Canadian citizen, a permanent or a temporary resident of Canada.
●∈∈∈∈∈∈ You have a valid Canadian work permit.
If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.
How to apply
By email
laineabarrio@freedomrespiratory.com

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: laineabarrio@freedomrespiratory.com

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