

Bookkeeper

Posted by: ERA KITCHENS

Location: Calgary

Salary: \$36.00 hourly / 35 to 40 hours per week Per Week

Job ID: YJ4506989

Posting Date: 16-Oct-2025

Expiry Date: 14-Apr-2026

Education: College/CEGEP

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

Location: 134 2730 39 AV NE Calgary, AB T1Y 7H6

Workplace information: On site

Salary: 35.40 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Day, Evening, Morning

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for

for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: College/CEGEP

Experience: 7 months to less than 1 year

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

Calculate fixed assets and depreciation

Keep financial records and establish, maintain and balance various accounts using manual and computer systems

To apស្រីទ្រាំស្រើស្រែស្រែស្រី dealge រុទ្ធ ស្រីខេន់ម៉ាន់មកម៉ែងប្រជាជាមិនជាច្រើន along with a cover letter and a refrence letter from រូបប្រវត្ត ស្រុក្ខមុខ្នែមនូក្រុក្សាស្នាoyer to the following email: eknoor@erakitchen.ca

Prepare other statistical, financial and accounting reports

Posted on canadianyouth jobs.com

Prepare trial balance of books

Reconcile accounts

How to apply

By email: eknoor@erakitchen.ca

By mail: 134 2730 39 AV NE CALGARY, AB T1Y 7H6

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Employer: ERA KITCHENS