

## Bookkeeper

**Posted by: Chawla Professional Corporation** 

**Location:** Edmonton

Salary: \$\$36.00 Per Hour

Job ID: YJ1723096

Posting Date: 11-Dec-2025

Expiry Date: 09-Jun-2026

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

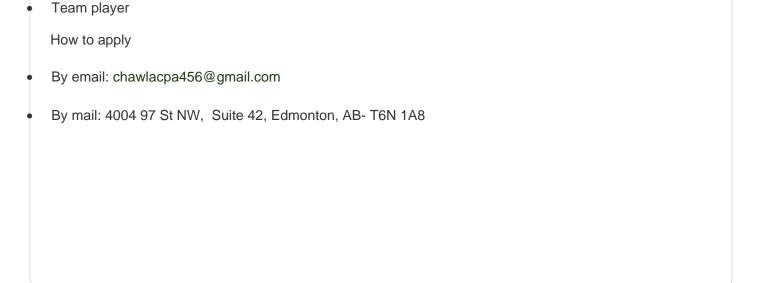
Experience: 1 year

Job Type: Full Time

## **Job Description**

Bookkeeper

Employment Location: 4004 97 St NW, Suite 42, Edmonton, AB- T6N 1A8 Vacancies: 1 Salary: \$36.00 hourly / 35 hours per week Terms of employment: Permanent, Full time, Morning, Day Starts: As soon as possible Employer: Chawla Professional Corporation Job Details Languages: English Education: College/CEGEP Experience: 2 years to less than 3 years On site: Work must be completed at the physical location. There is no option to work remotely. Responsibilities Calculate and prepare cheques for payroll 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 tax returns Prepare trial balance of books Reconcile accounts Work conditions and physical capabilities Attention to detail Tight deadlines Personal suitability Accurate Client focus



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: chawlacpa456@gmail.com

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