



# Bookkeeper

**Posted by:** zorbas bakery and foods ltd.

**Location:** Burnaby

**Salary:** \$30 Per Hour

**Job ID:** YJ2005080

**Posting Date:** 30-Jan-2026

**Expiry Date:** 19-Feb-2026

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Vacancies:** 1

**Experience:** 2 years

**Job Type:** Full Time

## 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 computer
- 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**

2026-02-04

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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: [foodszorbas@gmail.com](mailto:foodszorbas@gmail.com)

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