



# Bookkeeper

**Posted by: Employer details OK TIRE SAINT JOHN**

**Location: Saint John**

**Salary: \$21.5 Per Hour**

**Job ID:** YJ4927603

**Posting Date:** 10-Feb-2026

**Expiry Date:** 09-Aug-2026

**Education:** College/CEGEP

**Language:** English

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## Job Description

**Languages**

English

## **Education**

- College/CEGEP

## **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.

## **Work setting**

- Head office

## **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 computerized bookkeeping systems
- Maintain general ledgers and financial statements
- Prepare other statistical, financial and accounting reports
- Prepare tax returns
- Prepare trial balance of books
- Reconcile accounts

## **Experience and specialization**

### **Computer and technology knowledge**

- Accounting software
- Human resources software
- Inventory control software
- MS Excel
- MS Word
- Quick Books
- Simply Accounting

### **Area of specialization**

- Accounting

## **Additional information**

### **Work conditions and physical capabilities**

- Ability to work independently
- Attention to detail
- Tight deadlines

### **Personal suitability**

- Accurate
- Organized
- Time management
- Adaptability

### **How to apply**

By email to

oktiresj@gmail.com

**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: [oktiresj@gmail.com](mailto:oktiresj@gmail.com)**

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