



# Bookkeeper

**Posted by:** Dixie Lee

**Location:** Neguac

**Salary:** \$21.75 Per Hour

**Job ID:** YJ4689542

**Posting Date:** 14-Feb-2026

**Expiry Date:** 13-Aug-2026

**Education:** Bachelor's degree

**Language:** English

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## Job Description

### Languages

English

## **Education**

- Bachelor's degree

## **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
- Post journal entries
- 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
- MS Excel
- MS Outlook
- MS Word
- Quick Books
- Simply Accounting

## **Area of specialization**

- Accounting

# **Additional information**

## **Transportation/travel information**

- Own transportation
- Willing to travel

## **Work conditions and physical capabilities**

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

## **Personal suitability**

- Accurate
- Dependability
- Organized
- Time management
- Adaptability

# **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**

By email to [dixieleeneguac@gmail.com](mailto:dixieleeneguac@gmail.com)

In person

930 Rue Principale Neguac, NB E9G 1N7 Between 10:00 AM and 05:00 PM

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

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