



# BOOKKEEPING CLERK (NOC: 12200)

**Posted by:** Evgeni Mirkin Professional Corporation

**Location:** Georgina

**Salary:** \$36 Per Hour

**Job ID:** YJ5349393

**Posting Date:** 24-Mar-2026

**Expiry Date:** 20-Sep-2026

**Education:** Secondary (high) school

**Language:** English

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## Job Description

# **BOOKKEEPING CLERK (NOC: 12200)**

Posted by Evgeni Mirkin Professional Corporation on March 24, 2026

## **JOB DETAILS**

**Location:** REMOTE (Based out of Georgina, ON L0E 1S0)

### **Salary**

\$36.00 hourly / 40 hours per Week

## **TERMS OF EMPLOYMENT**

### **Permanent employment**

Full time

### **Shift**

Morning, Day

### **Start date**

Starts as soon as possible

### **Vacancies**

1 vacancy

## **OVERVIEW**

### **Languages**

English

### **Education**

Secondary (high) school

### **Experience**

1 year to less than 7 months

**On site**

Work must be completed at the physical location. There is no option to work remotely.

**Work setting**

Private sector

**RESPONSIBILITIES****Tasks**

- 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 and perform other personal bookkeeping services
- Post journal entries and reconcile accounts
- Prepare trial balance of books
- Reconcile accounts
- Calculate and prepare cheques for payrolls and for utility, tax and other bills

**EXPERIENCE AND SPECIALIZATION****Computer and technology knowledge**

- MS Excel
- MS Office
- MS Outlook
- MS Word

- Spreadsheet
- Accounting software

### **ADDITIONAL INFORMATION**

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

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail

#### **Personal suitability**

- Accurate
- Dependability
- Excellent oral communication
- Excellent written communication
- Efficient interpersonal skills
- Judgement
- Organized
- Team player
- Reliability
- Time management

- Adaptability

### **EMPLOYMENT GROUPS**

**This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:**

Support for newcomers and refugees

### **WHO CAN APPLY TO 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

#### **By email**

empc-careers@mail.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: [empc-careers@mail.com](mailto:empc-careers@mail.com)

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