Bookkeeper (NOC 12200)

TIARA DOORS AND MOULDING LTD.

Job ID
10645

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LOCATION	DATE POSTED	EXPIRY DATE
Unit 25, 683 Dease Road, Kelowna, BC| British Columbia	28-08-2026	24-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.00	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Employer Name: TIARA DOORS AND MOULDING LTD.
Job Position: Bookkeeper (NOC 12200)
Salary: $28.00 per hour for 30-40 hours/week
Location: Unit 25, 683 Dease Road, Kelowna, BC. V1X 4A4
Vacancy: 1
Employment Type: Full-time Permanent.
Start Date: As soon as possible
Job Requirements
Languages: English
Education: Completion of secondary school is usually required
Experience: 2 or more years of experience is required.
Work Conditions and Physical Capabilities: Repetitive tasks, physically demanding, Manual dexterity.
Personal Suitability: Reliability, Flexibility and Team player.
Specific Skills:

- Record day to day financial transactions and complete the posting process
- Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
- Bring the books to the trial balance stage
- Perform partial checks of the posting process
- Complete tax forms
- Enter data, maintain records and create reports and financial statements
- Process accounts receivable/payable and handle payroll in a timely manner.

How to Apply:

By email – tiaradoors21@gmail.com
or
By Mail: Unit 25, 683 Dease Road, Kelowna, BC. V1X 4A4

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the

employer will not consider your job application. Preference for Canadian citizen and Permanent Resident.

Part-time applicants are also welcome.

A Candidate ready to relocate from other Province will be given one-time relocation allowance.

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