accounting bookkeeper

Expedite Logistics

Job ID
11065

VIEW THIS JOB ONLINE: https://mail.youthjob.ca/jobs/11065

LOCATION	DATE POSTED	EXPIRY DATE	
8754 50 Ave NW 202 B, Edmonton, AB| Alberta	15-10-2026	13-04-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 47.20	3 years to less than 5 years	Bachelor's degree

Job Details

Languages - English
Education - Bachelor's degree
Experience - 3 years to less than 5 years

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

You can apply if you are:
- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

Apply by email - jobs.expedite@gmail.com

Job Description

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

Tally ERP

Database software

MS Excel

MS Outlook

MS Windows

MS Word

Oracle

Quick Books

SAP (FI/CO / HR / MM / OT SD)

MS Office

Spreadsheet

Equipment and machinery experience

Scanner

Area of specialization

Accounting

Security and safety

Basic security clearance

Transportation/travel information

Own transportation

Own vehicle

Willing to travel

Work conditions and physical capabilities

Ability to work independently

Attention to detail

Fast-paced environment

Repetitive tasks

Tight deadlines

Work under pressure

Downloaded from youthjob.ca on 15-11-2026