Bookkeeper

Job ID
9354

Employer detailsTREHAN & COMPANY

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LOCATION	DATE POSTED	EXPIRY DATE
Sherwood Park, AB T8B 1M1, Sherwood Park, AB| Alberta	28-04-2026	23-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 30.45	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Location: Sherwood Park, ABT8B 1M1
Work location: On site
Salary: $30.45 hourly / 30 - 40 hours per week
Terms of employment: Permanent employment Full time
Starts as soon as possible
vacancies1 vacancy

Overview
Languages
English

Education
Secondary (high) school graduation certificate
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.

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

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

How to apply

By email

ramneek@trehantax.com

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