Bookkeeper

Canada Windows and Doors

Job ID
9931

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LOCATION	DATE POSTED	EXPIRY DATE	
Consumers Dr, Whitby, ON| Ontario	17-06-2026	14-12-2026	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 37 / hour	3 years to less than 5 years	College/CEGEP

Job Details

Job details

Location: Whitby, ON L1N 1C4
Workplace: On site
Wage: 37.00 hourly / 30 to 40 hours per week
Terms of employment: Term or contract; Full time
Start date: Starts as soon as possible
Working hours: 08:30 to 17:00
Benefits: Health benefits, Financial benefits
Vacancies: 1 vacancy

Languages: English
Education: College/CEGEP
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.

Job Description

Responsibilities

• 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 trial balance of books
• Reconcile accounts
• Manage accounts payable
• Assist in preparing financial reports
• Manage accounts receivable

Experience and specialization

Computer and technology knowledge

• MS Excel
• Sage Accounting Software

Personal suitability

• Accurate
• Client focus
• Dependability
• Efficient interpersonal skills
• Reliability

Benefits

Health benefits

• Health care plan
• Life insurance

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

• Support for persons with disabilities
• Support for newcomers and refugees
• Supports for visible minorities

Who can apply for this job?

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.

How to apply

Direct Apply

By Direct Apply

Additional ways to apply: Email canwindoors@yahoo.com

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